

Job Description

Position Title: Director of Institutional Analytics

Job Group: Institutional Research

Job Level Group: Director

FLSA Status: Exempt

Position Summary:

The Director, Institutional Analytics directs the development, management, integration and monitoring of data analytics and business intelligence. Answers constituent questions regarding complex data requests, analytics, and reporting. Prioritizes and assigns work, provides staff training, and conducts performance evaluations. Ensures processes and procedures align with legal or regulatory changes, data security, compliance, and technical changes.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs the development, management, and integration of data analytics and business intelligence to support other executives and departmental leaders in making data driven decisions in regard to College programs, services, or operations.
2. Prepares and presents proposed strategic approaches for departments to reach data informed decisions across the College.
3. Drives and oversees performance expectations key metrics to enable College enterprises to meet or exceed expectations.
4. Assesses program possibilities and risks of growth opportunities; provides analytics that position the program for growth.
5. Monitors the preparation of a variety of complex reports and analytics impacting students, employees, and programs. Responds to questions regarding data requests, analytics, and reporting.
6. Directs activities for program research and planning services.
7. Prioritizes and assigns work; conducts performance evaluations; and, ensures staff are trained; makes hiring, termination and disciplinary recommendations.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of business management and fiscal practices
2. Knowledge of applicable computer programming languages relative to the assignment
3. Knowledge of data administration principles and practices

4. Skill in analyzing data and drawing conclusions
5. Skill in effective communication (both written and oral)
6. Skill in independent decision making
7. Skill in organization, coordination and management
8. Skill in people leadership and supervision
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content..

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree in Business Management, Data Science, Mathematics, Economics or Statistics or closely related field of study required.
- Doctoral degree in Economics or Statistics or a closely related field of study preferred.
- Five (5) to eight (8) years of related experience required
- Eight plus (8+) years of related experience preferred

- Three (3+) years of supervisory experience required

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above Five (5) to eight (8) years of related experience with experience in a data analytics or data-warehousing department preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Works some evenings and weekends