

NOTICE OF VACANCY

Position Title: Institutional Research Analyst

SALARY: \$38,000 - \$45,000 depending on qualifications and experience

REPORTS TO: Director of Institutional Research

BENEFITS: Institutional fringe package includes pension plans, life, health, dental, and vision insurance. Position is eligible for paid sick leave and paid annual leave.

POSITION STATUS: Full-time

HOURS: Monday-Friday; 8:00 AM to 5:00 PM

START DATE: Application review begins immediately and continues until the position is filled.

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see <https://usao.edu/>.

POSITION SUMMARY: The Institutional Research Analyst is responsible for the collection, analysis, and dissemination of university data. This includes reporting for federal, state, and local agencies, as well as university departments and personnel. The analyst plays an important role in the continuous improvement of university data integrity and reporting. This position also provides administration and other personnel with data and analyses for both short- and long-term planning and the evaluation of university policies, procedures, and resource allocation.

ESSENTIAL DUTIES & TASKS: Key features of the position include identifying and collecting institutional and external data; formatting, analyzing, and submitting data for internal and external reporting (e.g. OSRHE UDS, IPEDS, NSC, HLC, etc.); assisting with accreditation preparation; and effective communication of data and analyses to technical and nontechnical audiences including university administration and other personnel.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- A bachelor’s degree in any field with relevant work experience or knowledge is required. A bachelor’s degree in STEM (especially mathematics or statistics), social science, or related field is preferred.

- Knowledge of data collection, analysis, and reporting is required. Familiarity with common metrics for higher education is preferred.
- Proficiency with common computer programs and applications (e.g. Excel, Word) and their use for statistical analysis and reporting is required. Familiarity with Structured Query Language (SQL) is preferred.
- Proficiency with or a demonstrated ability to learn and utilize software for data acquisition, storage, and/or analysis is required. This includes enterprise resource planning (ERP), database (SQL), statistics, modeling, and reporting software. Experience with Ellucian Colleague, Evisions Argos, EAB Rapid Insight (Construct and Predict) or similar software is preferred.

PHYSICAL DEMANDS:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to communicate verbally.
- Specific vision abilities required by this job include close vision.

TO APPLY: Complete the USAO application at (<https://usao.edu/about/personnel.html>). When completing the USAO application, please attach a letter of interest, detailed resume, contact information for three professional/academic references, and any (unofficial) transcripts.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.