

KANSAS WESLEYAN UNIVERSITY

POSITION DESCRIPTION

Institutional Researcher and Data Analyst

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, and your salary requirements. Please email your application materials to linda.baumberger@kwu.edu (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Interviews will begin when qualified applicants are identified, and continue until the job is filled.
- The job starts as soon as possible

We will not check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer.

ADMINISTRATIVE INFORMATION

POSITION: Institutional Researcher and Data Analyst

POSITION'S GROUP: Admissions & Advancement

GROUP'S MAJOR RESPONSIBILITIES: The Admissions and Advancement team serves the mission of KWU by projecting an authentic and attractive institutional brand; identifying best-fit students and supporters, and cultivating them through trust-based relationships and recipient-centered communication.

POSITION'S DEPARTMENT: Information Systems

DEPARTMENT'S MAJOR RESPONSIBILITIES: Providing data, analysis and support to inform strategy and decision-making.

POSITION'S DIRECT SUPERVISOR: Dr. Melanie Overton, Vice President of Admissions and Advancement

DATE POSITION LAST REVIEWED OR ANALYZED: April 2019 by Dr. Melanie Overton, VPAA

POSITION'S EMPLOYMENT STATUS: Full-Time, Exempt, Staff, At-Will.

POSITION'S SALARY AND BENEFITS: Salary to be determined at hiring based on the person's qualifications and experience.

POSITION INFORMATION

POSITION'S SUMMARY: The Institutional Researcher and Data Analyst is responsible for retrieving, collecting, analyzing, and reporting institutional data as well as conducting requested higher education market analyses; reports findings and/or recommendations to requested parties and direct supervisor.

POSITION WORKS WITH: All constituents of the University to include administrators, staff, faculty, and students.

POSITION'S STAFF AUTHORITY: N/A

POSITION'S BUDGET AUTHORITY: Recommendation of items for university level budget consideration.

POSITIONS PHYSICAL WORKING CONDITIONS: Works in a climate controlled office setting. Standing, sitting, stooping, walking, talking, seeing, hearing, typing, filing, and other similar physical motions and activities are required, unless discussed with the supervisor for available accommodations. This position has the option to work remotely as long as a satisfactory arrangement is worked out with the direct supervisor.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: Computer and software, university phone system, university networks and email systems.

POSITION'S WORK SCHEDULE: Typical office hours, with occasional evening or weekend hours as required by special needs or events

TRAVEL REQUIREMENTS: Minimal and usually related to off-campus meetings or professional development activities.

POSITION RESPONSIBILITIES

POSITION'S ESSENTIAL DUTIES:

Research (50%)

1. Retrieve, prepare and analyze data for data requests from administration, faculty, and staff on appropriate variables, especially related to enrollment, financial aid, and finance.
2. Conduct market research for departments on programs, peer institutions, enrollment, and trends in academic disciplines.
3. Participate and contribute to special projects, including data support in the application of federal grants.

Institutional Support (50%)

4. Maintain Jenzabar CS systems and associated software to ensure that users can accurately and efficiently input and use information for decision-making. Oversee user access to Jenzabar systems to ensure appropriate access to and security of information within those applications.
5. Monitor integration with other systems, including EAB, Front Rush, Paylocity, and Canvas.
6. Customize Jenzabar to assist in the creation and testing of processes and reports. Design and enhance Jenzabar and COGNOS reports to assist users in gathering data.
7. While Jenzabar Customer Support handles routine support needs for KWU staff, the Analyst provides support for more complex items such as list extraction, Word merges, etc.

POSITION'S PERFORMANCE MEASURES AND STANDARDS: Actual performance standards (goals) will be set in consultation between the position holder and their direct supervisor.

POSITION QUALIFICATIONS

EDUCATION: Bachelor's degree required; Master's degree preferred.

EXPERIENCE: At least one year of related experience with data research, collection, retrieval, analysis, and report writing. Experience with Linux and Jenzabar CX required. Experience and/or training in higher education preferred.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:

- Advanced analytical and report writing skills.
- Demonstrate professional oral communication skills.
- Ability to coordinate with multiple offices and University members on a variety of projects.
- Knowledge of Microsoft Word, Microsoft Excel, SQL programming, Linux, Jenzabar CX, and COGNOS Report Writer
- Ability to work independently and to prioritize multiple projects and responsibilities.
- Commitment to accuracy, reliability, and integrity in data collection and reporting.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered to be "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified

persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution's mission.

5. All "offers of employment" are subject to a criminal background check prior to employment.