

**University of Nebraska Central Administration**  
**Job Description**

**General Information**

|  |   |  |
|--|---|--|
| Working Job Title:<br><b>Institutional Research and Data Analyst</b> | Job Family:<br><b>Information Technology</b>            | Job Family Zone:<br><b>IT Specialist</b>                   |
| Position Number:   | Department Name:<br><b>Exec VP &amp; Provost Office</b> | SAP Organization Unit Number:                              |
| Employee's Name:   | Date of Last Update:<br>06/02/10                        | Title of Supervisor:<br><b>Asst. VP and Director of IR</b> |
| SAP Personnel #:   | Last Updated By:<br>Sheryl                              | Name of Supervisor:<br><b>Kristin Yates</b>                |

**Position Summary**

The primary responsibility of this position is to serve as an analyst in the Office of the Executive Vice President and Provost and be the technical lead in extracting data from the University of Nebraska data warehouse, Student Information System, budget system, human resource system, and other relative data sources. The scope of the work is broad and requires excellent technical and analytical ability, with particular emphasis on data extraction, analysis, computer applications, and report generation. The position will provide management and decision support information, including budget, human resource and student information, to the Provost Office. The position will coordinate with campuses and design and prepare information requested from internal and external sources. High quality presentation of information will be required.

**Duties & Responsibilities**

| Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.  | % of Time | Essential Functions |
|--|-----------|---------------------|
| <b>Institutional Research Data Analyst</b> <ul style="list-style-type: none"> <li>Extracts, collects, analyzes and summarizes institutional research data using a variety of data sources and tools, including SAP, Peoplesoft, Business Warehouse and EPM.</li> <li>Works with requestors of information to research topics related to institutional research, budget and/or administrative decision-making analyses.</li> <li>Functions as a team member and collaborates with other analysts on Provost office projects</li> <li>Prepares internal and external reports relating to student information, human resource and fiscal information as needed</li> <li>Presents oral reports on institutional research topics to Board of Regents or other internal or external audiences as needed</li> </ul> | 50        | *                   |
| <b>Student Information System Database Warehouse Analyst</b> <ul style="list-style-type: none"> <li>Serves as Provost's office liaison to CSN data warehouse team</li> <li>Works in conjunction with CSN data warehouse team to identify and analyze institutional research business needs and requirements</li> <li>Assists with the maintenance of currency, quality, integrity, and consistency of warehouse data</li> <li>Creates database tables, views, functions, and stored procedures needed for reporting solutions</li> <li>Assists with the documenting of data transformations and relationships, data definitions, development of stored procedures</li> </ul>   | 30        | *                   |
| <b>Customer Support</b> <ul style="list-style-type: none"> <li>Identifies and contributes to the development, maintenance, and enhancement of institutional research, budget and management applications recommended and utilized by the Office of Executive Vice President and Provost</li> <li>Collaborates with department staff, campus customers, IT colleagues, and other end users to answer or redirect technical questions, define detailed customer requirements, identify system interfaces, examine alternatives, assess available technologies, and recommend appropriate solutions</li> <li>Participates in assessment and recommendations of data access methods to various levels of customers within the University community</li> </ul>  | 20        | *                   |

## Zone Definition Factors

### Nature/Complexity of Work

Complexity of work is high. This position is responsible for the implementation of methodology and the application of policy. (This is a position that interprets, but does not make policy.) This position must follow State and Federal Law, comply with fiscal and budget reporting guidelines, University policy and Board of Regent approved methodologies for developing information. Work must conform to University-wide reporting practices. Much of the information developed in this position is driven by external deadlines – probably several each month of the year.

### Problem Solving/Decision-making

Position requires in-depth analysis of data as well as business processes and determines the tools and approach to be used in developing analyses and uses judgment in determining the degree to which detail and information is needed to adequately respond to a request or complete a survey or study.

### Strategic Impact

Scope of responsibility is very broad including topics of interest to Board of Regents, executive management, state and federal agencies, and peer institutions. The employee has University-wide access to confidential employee and student information. Furthermore, the employee has access to work-in-progress discussions that should be treated as confidential.

The impact of errors is far-reaching. Errors in peer comparisons, salary surveys, external reporting, etc., can adversely affect the University relative to its competitive position for grants, bonds, students, public support and Board of Regents policy decisions. The possible adverse impact of errors in work necessitate that a team review approach be used to minimize errors. Review is required by the Provost or Provost's designee before information is released by this position, but the responsibility for error-free detail supporting analytical results rests on the employee.

### Know How

Requires knowledge, skills and abilities in relational database administration, data warehousing and data output/ assessment using competency in applying basic statistics. Must be proficient in task management and demonstrate an excellent eye for detail. Must demonstrate a comfort and success in communicating and interpreting data output and analyzing data. High-quality verbal and written communication skills are essential.

### Technical Know How

Must understand complex databases and be able to cleanse, extract and organize data. Knowledge of and experience with data management, Microsoft SQL server, and other data mining tools is required. Experience using the internet, e-mail, Microsoft Office including Word, Excel, Access and PowerPoint are required. These are used regularly to prepare data definitions, process documentation, customer communications, and informational presentations.

### Leadership

This position is expected to be able to function as a member of the Provost Office team while managing individual projects and coordinating data collection and reporting efforts. This position is also asked to represent the interests of the Provost Office on department-wide projects and by attending departmental, campus, and/or system-wide meetings. One must be able to assume a role of authority when necessary; advocate new ideas, even when risk is involved; set an example for coworkers; delegate responsibility and empower associates to make decisions; provide constructive feedback to others; convince others in both positive and negative circumstances; use tact when expressing ideas or opinions; present new ideas to authority figures; adapt presentations to suit a particular audience; and respond to objections successfully.

### Interactions

This position regularly interacts and communicates with IPEDS federal and State reporting, National Science Foundation and other governmental agencies; the Coordinating Commission for Postsecondary Education chief contact in maintaining NEEDS reporting and assisting with IPEDS reporting; the budget and fiscal officers, academic affairs, student affairs, graduate school, institutional research, on the campuses; and assists Institutional Research Director and/or Budget Director in contacting University of Nebraska peer institutions. The ability to interact clearly and promptly with customers is required.

### Supervision

This position exercises no **Supervision** over other employees.

This position receives limited & indirect **Supervision\*** from the Assistant Vice President and Director of Institutional Research.

**Minimum Qualifications**

A bachelor’s degree in disciplines that emphasize quantitative skills such as computer science, management information systems, business, mathematics, or social sciences and three years of experience in information technology; including one year working with centralized data repositories is required. A master’s degree is desirable. Experience in higher education is preferred. Experience must include analytical and technical skills as described in this document. An equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities may be considered.

**Physical Requirements**

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

|                     | Circle the appropriate number of hours |   |   |   |   |   |   |   | <i>Indicate intermittent or constant</i> |              |            |
|---------------------|--|---|---|---|---|---|---|---|--|--------------|------------|
|                     | 0                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8  | Intermittent | Constant   |
| Sit                 | 0                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8  | _____        | X<br>_____ |
| Stand               | 0                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8  | X<br>_____   | _____      |
| Walk                | 0                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8  | X<br>_____   | _____      |
| Drive Motor Vehicle | 0                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8  | _____        | _____      |

Explain \_\_\_\_\_

2. **THIS POSITION REQUIRES:**

|   | Occasionally<br>(less than 2 hrs daily) | Between<br>2 - 5 hrs daily | Over<br>5 hrs daily |
|---|---|----------------------------|---------------------|
| Squatting                                   | x<br>_____                              | _____                      | _____               |
| Bending                                     | x<br>_____                              | _____                      | _____               |
| Kneeling                                    | x<br>_____                              | _____                      | _____               |
| Reaching                                    | _____                                   | _____                      | _____               |
| ➤ Overhead                                  | x<br>_____                              | _____                      | _____               |
| ➤ Forward                                   | x<br>_____                              | _____                      | _____               |
| ➤ Low                                       | x<br>_____                              | _____                      | _____               |
| Twisting                                    | x<br>_____                              | _____                      | _____               |
| Crawling                                    | _____                                   | _____                      | _____               |
| Climbing                                    | _____                                   | _____                      | _____               |
| ➤ Ladder                                    | _____                                   | _____                      | _____               |
| ➤ Stairs                                    | x<br>_____                              | _____                      | _____               |
| ➤ Other                                     | _____                                   | _____                      | _____               |
| Walking on rough ground                     | _____                                   | _____                      | _____               |
| Exposure to changes of temperature/humidity | _____                                   | _____                      | _____               |
| Exposure to dust/fumes/gases/chemicals      | _____                                   | _____                      | _____               |
| Being near moving machinery                 | _____                                   | _____                      | _____               |
| Working from heights                        | _____                                   | _____                      | _____               |

3. **THIS POSITION REQUIRES EMPLOYEE TO:**

|                | Indicate letter in appropriate Space: <b>LIFT=L</b> <b>CARRY=C</b> <b>PUSH=P</b> <b>PULL-PL</b> |                      |                          |                  |
|----------------|---|----------------------|--------------------------|------------------|
|                | Less than 2 hrs<br>daily  | Up to 2 hrs<br>daily | Between 2-5 hrs<br>daily | Over 5 hrs daily |
| 11 - 24 lbs    | L,C,P,PL<br>_____   | _____                | _____                    | _____            |
| 25 - 49 lbs    | _____   | _____                | _____                    | _____            |
| 50 - 74 lbs    | _____   | _____                | _____                    | _____            |
| 75 - 100 lbs   | _____   | _____                | _____                    | _____            |
| * Over 100 lbs | _____   | _____                | _____                    | _____            |

4. **POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:**

|             | RIGHT | LEFT  | BOTH       |
|-------------|-------|-------|------------|
| Keyboarding | _____ | _____ | X<br>_____ |
| Filing      | _____ | _____ | X<br>_____ |

Other Explain: Use of a computer mouse.

5. **THIS POSITION REQUIRES ATTENDANCE AT THE WORKPLACE**

*Job Family Zone Questionnaire*

**In Each Section, please select one answer that best describes your job:**

## **Knowledge Skills and Abilities:**

\_\_\_\_\_ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

\_\_\_\_\_ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

\_\_\_\_\_ Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

X \_\_\_\_\_ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

\_\_\_\_\_ Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

## **Problem Solving/Decision-making:**

\_\_\_\_\_ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

\_\_\_\_\_ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

\_\_\_\_\_ Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

X \_\_\_\_\_ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

\_\_\_\_\_ Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

## **Interactions:**

\_\_\_\_\_ Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

\_\_\_\_\_ Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

X \_\_\_\_\_ Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

\_\_\_\_\_ Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

## **Supervision Received:**

\_\_\_\_\_ Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

\_\_\_\_ Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

\_\_\_\_ General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

\_\_\_\_ Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

**Supervision Exercised:**

May provide incidental guidance to others. [1]

\_\_\_\_ Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

\_\_\_\_ Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

\_\_\_\_ Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

\_\_\_\_ Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

**Impact:**

\_\_\_\_ Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

\_\_\_\_ Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

\_\_\_\_ Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

\_\_\_\_ Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

|                 |                                |            |
|-----------------|--------------------------------|------------|
| Summary:        | Zone Assignment= IT Specialist |            |
| Authorization:  | Name:                          | Date:      |
| Human Resources | Sheryl Gartner                 | 06/17/2004 |
| Supervisor:     |                                |            |
| Administrator:  |                                |            |