

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: MANAGER, INSTITUTIONAL ANALYSIS**

**Reports To:** Designated Supervisor

**UW Job Code:** 3946

**UW Job Family:** 32 – Administrative Support

**SOC Code:** 13-1111

**FLSA:** Exempt

**Pay Grade:** 26

**Date:** 2-19-15

**JOB PURPOSE:**

Perform senior-level administration and supervision of the Office of Institutional Analysis (OIA). Serve as a reliable source for comprehensive and authoritative information about UW. Support planning and management by providing high-quality information for developing and implementing policy. Provide information to colleges and departments and respond to inquiries from other institutions and external agencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, direct and manage the operational activities of the Office of Institutional Analysis. Provide institutional data to external and internal entities.
- Manage the financial and personnel activities of the OIA.
- Develop short and long-term goals for the unit and participate in university strategic planning activities.
- Lead and develop operating procedures, protocols and plans; develop information that complies with national/professional standards.
- Provide leadership and project direction for OIA: evaluate, assess, and recommend resources for the designed projects; monitor each project's progress and ensure resources are effectively utilized; provide problem resolution including working through barriers and meeting or modifying deadlines with reasonable time management; plan project methodology, project operating policies and procedures, and project budgets.
- Integrate OIA activities with internal and external constituencies; oversee all communications and functions.
- Serve as technical expert; design, develop and oversee extracts and databases; serve as liaison with Information Technology and verify the accuracy of the university's Operational Data Store.
- Analyze and direct special projects; prepare and/or supervise the preparations of planning reports.
- Evaluate employee performance, recommend hiring, salary adjustments and disciplinary actions.

- Collaborate with Colleges/Departments and other offices to assess data validity and usefulness.
- Conduct policy and management analyses for the development of decision support. Support institutional mission development through the dissemination of high-quality information with regard to the characteristics, activities, operations, and policies of the University of Wyoming, both internally and externally.

**SUPPLEMENTAL FUNCTIONS:**

- Assist administration with special projects.
- Act as appointing authority in absence of Associate Vice President of Fiscal Administration.
- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

**COMPETENCIES:**

- Quantity of Work
- Analysis/Problem Identification
- Strategic Planning
- Influence
- Visionary Leadership
- Collaboration
- Judgment
- Innovation

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree, preferably in Business Statistics**

Experience: **At least 7 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong oral and written communication skills.
- Excellent organizational skills.
- Excellent interpersonal skills and commitment to customer service.
- Knowledge of survey and statistical techniques, methods and practices.
- Knowledge of information analysis techniques, methods and practices.
- Knowledge of communication and writing practices and techniques.
- Knowledge of computer databases and reporting techniques.
- Knowledge of statistical record-keeping and interpretation.
- Knowledge of applicable university, Federal and State laws and regulations.
- Ability to work effectively in a culturally diverse environment.
- Ability to plan, organize and manage departmental projects.
- Ability to manage and meet deadlines.
- Proven ability to continually adapt and learn new procedures and software programs.

- Ability to perform short and long-term goal setting and achievement strategies.
- Ability to develop informational studies and statistics.
- Ability to maintain accurate records.
- Ability to manipulate computer databases and provide statistical reports.

**WORKING CONDITIONS:**

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- May be required to work an on-call schedule.
- Work is normally performed in a typical interior/office work environment.
- No major sources of discomfort; regular exposure to video terminal displays.
- Occasional travel required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.