

## **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: INSTITUTIONAL COMPUTER REPORTING ANALYST**

**Reports To:** Office of Institutional Analysis

**UW Job Code:** 7324

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

**SOC Code:** 13-1111

**FLSA:** Exempt

**Pay Grade:** 24

**Date:** 7-2-20

**JOB PURPOSE:**

Design and implement computer programs to automate institutional reporting needs. Assess current processes to look for inefficiencies, inadequacies, and/or redundancies. Consult on the development and maintenance of longitudinal databases, information warehouses, and other varied data resources across the University. Consult, train, and provide technical support to others, as appropriate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop automated reporting processes through analysis of project requirements, interpretation of data definitions/federal standards, and assessment of current processes to look for inefficiencies, inadequacies, and/or redundancies. Make recommendations for solutions/improvements that are achievable and sustainable via new technology or alternative uses of technologies.
- Utilize technical skills to provide, design, write, modify, extract and manipulate data, using basic, routine and advanced computer programs to support automated reporting.
- Consult on the development and maintenance of longitudinal databases, information warehouses, and other varied data resources across the University. Verify accuracy and consistency over time, in the context of evolving requirements regarding institutional information reporting.
- Independently and collaboratively, provide technical support in the preparation of official institutional information with demanding project deadlines. Respond to internal and/or external queries and requests for institutional data and statistics on a broad range of issues, including strategic planning, enrollment management/student characteristics, accreditation processes, financial/research information, employee characteristics/employment, and other varied university information.
- Prioritize projects as appropriate to the institutional strategic direction.
- Provide technical direction to conceptualize, design and deliver dashboards and key performance indicators to ensure efficient and reproducible products.

- Leverage partnerships to review, understand, analyze, and document data, project objectives and requirements, to foster a data-informed campus culture of accountability and continuous quality improvement.
- Represent department professionally through collaborative participation on internal and external committees/groups by providing technical direction to a variety of internal and external audiences as assigned.
- Research, develop, and write documentation for projects and processes.
- Train and collaborate with other professionals on query language and the integration of business processes and programming.
- May provide functional direction to other analysts on assigned work.

**SUPPLEMENTAL FUNCTIONS:**

- 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:**

- Technical/Professional Knowledge
- Collaboration
- Quality Orientation
- Attention to Detail
- Judgment
- Innovation
- Analysis/Problem Identification
- Work prioritization
- Quantity of Work

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **At least 5 years work-related experience**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Higher education planning methods, processes, systems, reporting, and databases.
- Understand the current landscape of higher education to provide context and interpretation for data/research.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.

- Ability to investigate and analyze information and draw conclusions based on research data and findings.
- Proficiency with programming and/or other software used to manipulate, summarize, and produce reports from multiple, large, complex data sets.
- Ability to analyze data, utilize visualization techniques, and generate reports for large-scale data systems, definitions, and procedures.
- Skill in the use of personal computers and related software applications.
- Knowledge of institutional self-assessments and student outcome assessment principles, methods and techniques.
- Ability to provide technical leadership and direction to other professionals.
- Advanced knowledge of statistical data collection, analysis, tracking, and reporting systems, methods, and techniques.
- Ability to design and administer computer programs to answer institutional inquiries.
- Ability to interpret and apply statistical principles and processes to meet a range of information requirements.
- Advanced knowledge of database applications.
- Advanced knowledge of spreadsheet, word processing, presentation, and graphics applications.
- Ability to translate technical information into user-friendly documentation.
- Ability to meet multiple and conflicting project timelines and objectives.

**WORKING CONDITIONS:**

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort 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.