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**Position Number: D93367**

**Job Title: Enrollment Management/Institutional Data Analyst**

**Department: Enrollment Management/Institutional Research and Planning**

**FTE: 1.0 benefits eligible**

**Job Type: Administrative**

**Posted Date: 11/16/11**

### **Position Summary**

The Division of Enrollment Management and Student Affairs at Portland State University, in partnership with the Office of Institutional Research and Planning, is seeking an experienced data analyst to support enrollment planning and management. Reporting to the associate vice president for enrollment management, the position is housed within the Office of Institutional Research and Planning and is responsible for collecting, monitoring, analyzing and disseminating enrollment information, and for working collaboratively on projects related to enrollment planning and management with colleagues within the institutional research office, student affairs and enrollment management, and finance and administration.

PSU's Division of Enrollment Management and Student Affairs strives to achieve social justice and social diversity and seeks candidates who will enhance its diverse and multiculturally-competent staff.

### **Responsibilities**

1. Extract, analyze and report enrollment data drawn from the Banner information system to support the development, monitoring, and evaluation of the University's enrollment management plan.
2. Use existing institutional research data or develop new data sets to monitor and evaluate progress toward enrollment management goals.
3. Collaborate in enrollment modeling and in conducting retention and graduation rate studies.
4. Provide data to academic, student affairs, and finance and administration units in support of the University's enrollment management goals.
5. Collaborate with the Budget Office and Institutional Research and Planning in linking enrollment and financial data to support the plan.
6. Respond to ad hoc requests on enrollment topics.
7. Prepare summary reports, including narratives, tables, and charts.

### **Minimum Qualifications**

- Bachelor's degree or higher with at least three years of experience in collecting, managing, analyzing and reporting enrollment data.
- Demonstrated knowledge of the principles and practices of enrollment management in higher education and, specifically, of the use of data and analysis necessary to support enrollment management.
- Strong analytical and organizational skills.
- Demonstrated experience with data collection, validation, storage, and retrieval techniques and the ability to create and manipulate large data sets efficiently.
- Demonstrated experience in presenting information clearly using appropriate database, spreadsheet and graphical tools.
- Demonstrated experience with data architecture and database creation and manipulation.
- Programming proficiency in computer languages, especially SAS and SPSS, and desktop software for PC, including data base and spreadsheet applications.
- Strong written and oral communication and interpersonal skills.
- Ability to work collaboratively with a variety of constituencies to provide direction, advice, coordination, and help in the collection, interpretation and use of data.
- Ability to follow directions and work as a member of a team.
- Demonstrated ability to work on multiple tasks simultaneously and to manage competing priorities.
- Demonstrated ability to complete assignments on time and with a high degree of quality and responsiveness.

- Demonstrated ability to take projects from start to finish with minimal supervision.
- Ability to successfully complete a background check.

The successful candidate will have a demonstrated commitment to professional development and lifelong learning, multicultural competency and initiatives to advance the success of underrepresented groups, advancing the academic mission of the University and ability to interact effectively and respectfully with faculty, staff and students.

### **Preferred Qualifications**

- Experience in a postsecondary educational institution, especially experience in an enrollment management or institutional research office.
- Experience with the Banner information system.
- Experience using SQL, data warehousing, business intelligence systems, and web tools considered a plus.
- Experience in a governmental or non-profit setting desirable.

### **Compensation**

The starting annual salary rate for this position will be between \$47,000 and \$50,000, depending on qualifications and experience, with an excellent benefits package including fully paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or dependant at any of the Oregon University System schools.

### **To Apply**

This position will remain open until November 28, 2011 and review of applications will begin immediately. Send letter of interest, current resume and contact information for three professional references via email to: [sund@pdx.edu](mailto:sund@pdx.edu), include **Enrollment Management Search** on the subject line. Communication will take place primarily by email. Please be sure to include an email address and telephone number.

If you do not have email, you may send your application to: **Doris Sun**, Assistant to the Director, Portland State University-Office of Institutional Research and Planning, 1825 SW Broadway – OIRP, Portland, OR 97201.

*Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from diverse candidates and candidates who support diversity.*