

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Institutional Analyst
DEPARTMENT:	Institutional Planning & Analysis
CLASSIFICATION:	Technologist F
WAGE GRADE:	WG 110
EMPLOYMENT DEFINITION:	Full-Time Support Staff
SUPERVISOR:	Director, Institutional Planning & Analysis

SUMMARY OF FUNCTIONS:

Reporting to the Director, Institutional Planning and Analysis, the Institutional Analyst conducts institutional research and analysis to support the institutional effectiveness, strategic planning, and program development and review processes of the University.

The Institutional Analyst works with a variety of stakeholders internal and external to the University, coordinating data collection while ensuring data integrity and accuracy, ultimately preparing reports, dashboards and forecasts, as well as various environmental scans. The Institutional Analyst will further develop models related to enrolment management and financial planning, as well as provide recommendations to support strategic decision-making. The Institutional Analyst serves as a trusted source for comprehensive and authoritative information for the University and works extensively with institutional data of a sensitive and/or highly confidential nature.

DUTIES AND RESPONSIBILITIES:

Institutional Reporting, Strategic Planning and Analysis (60%)

- Support the University's quality improvement, strategic planning and accountability processes by developing, maintaining and providing complex customized internal and external analytical models, forecasts, and reports for evidence-based decision-making and ongoing performance monitoring
- Develop accurate analysis, graphs and presentations on university wide data to convey complex information in an understandable and compelling manner
- Provide analytical support and prepare data in response to internal (e.g., staff, faculty, administration, senior/ executive leadership and the board of governors) and external (e.g. mass media, provincial government, auditors, accreditors, donors, etc.) requests, as well as respond to ad-hoc questionnaires, surveys and other non-routine requests for data or information (e.g., performance indicators, economic impact studies, tuition framework policy implications, enrolment figures, etc.)
- In collaboration with the Integrated Budget and Planning Committee, assist with financial tracking, financial analysis and the creation of enrolment projections used in the multi-year budget planning process
- Participate in the Council on University Planning and Analysis (CUPA) through committee memberships and applicable endeavors related to sector interests/issues

Data Architecture, Project & Systems Management

(30%)

- Support the Data Governance Committee in the maintenance and ongoing development of data governance processes for the Institution (including data architecture, data dictionaries, data modeling, data extraction, manipulation, diagnosis and resolution of data integrity issues)
- Work with UTS for the purpose of developing institutional research database information and conventions and adhere to data model standards and procedures
- Investigate and identify data inaccuracies and work with data stewards to maintain databases that are accurate, reliable and systematized in a meaningful way
- Advance the use of technology and other software tools such as Entrisik Informer, Microsoft PowerBI, etc. to support long term institutional planning and strategic enrolment management
- Maintain current and historical information posted on the Office of Institutional Planning and Analysis' externally facing platforms (including website, intranet, extranet, etc.)

Conduct Research, Statistical Analysis, and Survey Administration

(10%)

- Coordinate the data collection and analytical process for tracking and measuring relevant institutional benchmark comparators for Nipissing University against provincial and national results as mandated by the ministry including the National Survey of Student Engagement (NSSE), Canadian University Survey Consortium (CUSC), Ontario Graduate Employment Survey (OUGS), Graduate Programs Outcomes Survey (GPOS), Canadian Graduate and Professional Students' Survey (CGPSS);
- Conduct market research using applicant and enrolment data to support marketing and recruitment initiatives across the University;
- Support the Survey Management Committee in the design and administration of large and small scale surveys, perform data interpretation, and produce comprehensive analytical reports.

Any other duties as assigned

QUALIFICATIONS:

Education: A University Degree (Master's Degree preferred) or equivalent with an emphasis on both qualitative and quantitative research principles, theories and methodologies.

Training and/or experience may be substituted for formal academic training

Training, Experience, Knowledge & Skills Required:

- Three (3) to five (5) years of experience in applied institutional research associated with the post-secondary education sector or public sector organizations that are directly involved with educational policy or an equivalent combination of education and experience
- One (1) to three (3) years of experience:
 - Working with SQL and managing large data sets using relational databases (SQL Server, etc.)
 - In data modeling, ETL development, data warehousing to design and developing and implementing enterprise big data solutions
 - Experience with business intelligence software
- Proficiency in programming concepts and programming languages such as Python, R, JavaScript, DAX, M Language, SQL etc.
- Experience in data collection, survey design and evaluation, and the implementation of assessment methodologies

- Ability to design research projects relating to policy and planning issues, and a sound knowledge of quantitative research methods
- Advanced proficiency in ERP software (e.g, Colleague, Banner, Peoplesoft)
- Complex problem solving and analytical thinking skills are required
- Exceptional organizational and time-management skills including the ability to meet numerous competing demands in a highly complex environment
- Ability to work with cross-functional teams in projects to improve organization processes, and institutional reporting
- Initiative and an ability to work independently to propose new projects and tasks that benefit the strategic interests of the University
- Strong understanding of database management tools, with extensive experience in quantitative analysis;
- Comprehensive understanding of university administrative structures/processes and of the Ontario and Canadian post-secondary education systems, including knowledge of ministry funding mechanisms and higher education policy
- Knowledge of MCU tuition framework and enrolment reporting guidelines
- Knowledge of Statistics Canada Postsecondary Student Information Systems (PSIS) and other provincial/federal data sets
- Demonstrated experience in developing procedures/protocols to enhance data architecture, data dictionaries, data modeling, data extraction and manipulation, diagnosing and resolving data integrity issues relating to institutional research
- Knowledge of University policies
- Detailed knowledge of data assessment tools and techniques, survey methods, and database design and management skills
- Advanced project management skills
- Excellent oral and written communication skills with the ability to present ideas in a clear, concise manner
- Strong editing and proof-reading skills and the ability to adapt to different writing styles
- Knowledge and the ability to apply an understanding of the Province of Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) and other associated privacy legislation
- An understanding of institutional research issues in a Canadian context will be considered an asset

POSITION RELATIONSHIPS:

Supervised by: Director, Institutional Planning & Analysis

Internal Contacts: Faculty, staff, and students

External Contacts:

- Council on University Planning and Analysis (CUPA)
- Various provincial government representatives
- Other Ontario University representatives

MATERIALS UTILIZED:

- Standard office equipment
- Nipissing University Academic Calendar
- Various University Policies & Procedures Manuals
- Nipissing University Collective Agreements
- Statistical reporting manuals, systems, software packages and data sets

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Tight timelines on various last-minute projects
- Competing Demands
- Intense visual/listening concentration
- Works with confidential information

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

Approvals

Supervisor

Date

Human Resources

Date