

**Nipissing University**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Institutional Analyst
<b>DEPARTMENT:</b>	Institutional Planning & Analysis
<b>CLASSIFICATION:</b>	Technologist F
<b>WAGE GRADE:</b>	WG 110
<b>EMPLOYMENT DEFINITION:</b>	Full-Time Support Staff
<b>SUPERVISOR:</b>	Manager, Data Analytics and Reporting

**SUMMARY OF FUNCTIONS:**

Reporting to the Manager, Data Analytics and Reporting, the Institutional Analyst plays a key role in supporting institutional effectiveness, strategic planning, accountability and evidence-based decision making.

The Institutional Analyst conducts complex data analysis, develops analytical models and dashboards, prepares internal and external reports, and shares analytical insights with institutional and other partners across the University. The Institutional Analyst works extensively with sensitive and confidential institutional data and serves as a trusted source of high-quality, authoritative information for both internal and external audiences.

**DUTIES AND RESPONSIBILITIES:**

**Institutional Reporting, Strategic Planning and Analysis (50%)**

- Support the University's quality assurance, strategic planning, and accountability processes through the development and delivery of complex internal and external analytical models, forecasts, and reports to inform evidence-based decision-making and ongoing performance monitoring
- Analyze institution-wide data across multiple domains and translate complex findings into clear, accurate, and compelling narratives, visualizations, dashboards, reports, and presentations, highlighting key insights, trends, risks, opportunities, and limitations relevant to institutional planning and reporting activities
- Provide analytical support and prepare data in response to internal partners (e.g., staff, faculty, administration, senior/ executive leadership and the Board of Governors) and external partners (e.g. mass media, provincial government, auditors, accreditors, donors, etc.) requests
- Respond to ad-hoc requests, data calls, 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.)
- Exercise independent judgment in selecting analytical methods and approaches, interpreting results, and developing evidence-based insights and recommendations that assess implications and support institutional planning, policy development, and decision-making
- Ensure the accuracy, consistency, integrity, and appropriate contextualization of data and analysis across all reporting outputs, recognizing their potential impact on institutional decision-making, external accountability, and the University's public reputation

- Engage with technical and non-technical users to gather data and document data, reporting, and analytical requirements
- Participate in sector-wide initiatives and committees, including the Council on University Planning and Analysis (CUPA), contributing to discussions on institutional and sector priorities

### **Data Management, Architecture, & Analytics Systems (30%)**

- Collaborate with technical teams to enhance and expand the enterprise data model across legacy, on-premises, and cloud-based analytics platforms, including advanced analytics solutions
- Design, document, and maintain enterprise-wide conformed dimensions and ensure shared understanding and consistent use across data analytics teams
- Develop and maintain comprehensive conceptual, logical, and physical data models to support institutional reporting and analytics
- Perform extraction, transformation, and loading (ETL) processes to integrate data from source systems into institutional data warehouse and analytics environments
- Advance the effective use of business intelligence and analytics tools (e.g., Entrisik Informer, Microsoft PowerBI) to support long-term institutional planning and strategic enrolment management
- Monitor and evaluate emerging trends, tools, and best practices in business intelligence and analytics, and bring forward recommendations to leadership and data governance bodies
- Maintain accurate and up-to-date institutional data and reporting content on internally and externally facing platforms (e.g., website, intranet, Teams) for the Office of Institutional Planning and Analysis

### **Research, Statistical Analysis, & Survey Administration (10%)**

- Coordinate data collection, analysis, and reporting for institutional benchmarking and performance measurement against provincial and national comparators, including ministry-mandated and sector surveys
- Support the administration, analysis, and reporting of institutional and sector surveys (e.g., National Survey of Student Engagement (NSSE), Canadian University Survey Consortium (CUSC), Ontario Graduate Employment Survey (OUGS), Canadian Graduate and Professional Students' Survey (CGPSS), etc.)
- Conduct institutional research and applied statistical analyses related to enrolment, retention, student success, and graduate outcomes
- Conduct market research and environmental scans using applicant enrolment, and outcomes data to support recruitment, planning, and strategic initiatives across the University

### **Institutional Data Governance & Data Quality (10%)**

- Support the Data Governance Committee in the maintenance and continuous improvement of institutional data governance frameworks, standards, and processes
- Contribute to the development and documentation of data architecture, data dictionaries, data models, and data standards
- Work collaboratively with University Technology Services (UTS) and other relevant areas to establish and adhere to institutional data conventions, standards, and procedures
- Investigate data quality and integrity issues; collaborate with data stewards to ensure institutional databases are accurate, reliable, secure, and well-structured

**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 or data analytics 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
- Two (2) to four (4) years of experience in data analysis, modeling, and forecasting using enterprise analytics platforms such as Microsoft Power BI and Microsoft Fabric
- Demonstrated experience performing data modeling, ETL development, and working within enterprise data warehouse and analytics environments
- Proficiency in programming and querying concepts using languages and tools such as Python, R, JavaScript, DAX, M Language, SQL, or comparable technologies
- Demonstrated experience designing and conducting institutional research projects relating to policy, planning, enrolment, and performance measurement
- Advanced proficiency using ERP systems (e.g, Colleague) and integrating ERP data into institutional reporting and analytics solutions
- Proven experience developing and applying procedures and standards related to data architecture, data dictionaries, data models, and metadata management
- Demonstrated ability to diagnose, investigate, and resolve data integrity and data quality issues in complex institutional datasets
- Strong knowledge of quantitative research methods, applied statistical analysis, and data interpretation
- Comprehensive understanding of university administrative structures and processes
- Strong knowledge of the Ontario and Canadian post-secondary education systems, including ministry funding mechanisms, accountability requirements, reporting guidelines, and higher education policy
- An understanding of institutional research issues in a Canadian context will be considered an asset
- Advanced analytical reasoning and complex problem-solving skills, with the ability to synthesize large volumes of quantitative information
- Exceptional organizational and time-management skills, with the ability to manage multiple competing priorities in a complex, deadline-driven environment
- Demonstrated ability to work effectively with cross-functional and interdisciplinary teams to improve institutional processes and reporting
- Strong initiative and the ability to work independently, including identifying and proposing new analytical projects aligned with institutional priorities
- Advanced project management skills, including planning, coordination, and delivery of analytics and research initiatives
- Demonstrated ability to handle sensitive and confidential institutional data with a high degree of discretion, professionalism, diplomacy, and tact, particularly in complex or high-impact analytical and reporting contexts
- Excellent verbal and written communication skills, with the ability to present complex analytical information clearly and concisely to diverse audiences, including senior leadership
- A negative Criminal Record Check prior to employment start date (i.e. not been convicted of a criminal offence for which a pardon has not been granted)

**RELATIONSHIPS/CONTACTS:**

**Supervised by:** Manager, Data Analytics and Reporting

**Internal Contacts:** Faculty, Staff, and Students

**External Contacts:**

- Council on University Planning and Analysis (CUPA)
- Various provincial government representatives
- Counterparts at other post-secondary institutions

**MATERIALS UTILIZED:**

- Standard office equipment
- Nipissing University Academic Calendar
- Various University Policies & Procedures Manuals
- Nipissing University Collective Agreements
- 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

**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.**

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Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**Approvals**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date