

University of Notre Dame

Senior Institutional Research Analyst & Consultant

The University of Notre Dame (<http://ND.jobs>) is accepting applications for a **Senior Institutional Research Analyst & Consultant**.

Applications will be accepted until 1/23/2018.

The Senior Institutional Research Analyst & Consultant is a critical member of the Office of Strategic Planning and Institutional Research (OSPIR). Through its work, OSPIR advances the University's strategic priorities and supports academic and administrative leaders across campus in the attainment of their goals. The office prides itself on creating a collaborative, team-based approach to its work while developing trusted relationships with its many partners. OSPIR is able to provide valuable insight by analyzing data in a wide range of domains, including student, faculty, staff, financial aid, and course/instructor.

The Senior Institutional Research Analyst & Consultant is responsible for research and analysis in support of the University's strategic planning and decision-making activities. This individual will collaborate with academic and administrative leaders to understand their information needs and design analyses to answer critical questions, positively influencing the University's efforts to realize its vision.

The Senior Institutional Research Analyst & Consultant develops, manages, interprets, and analyzes the University's corporate and survey data and performs cross-institutional comparisons. This individual must develop and maintain excellent relationships with the internal data stewards of this information; remain abreast of comparative information available; design, conduct and outline statistical analyses of the information; and prepare external filing requirements related to these data as needed. The Senior Institutional Research Analyst & Consultant will work extensively with other members of OSPIR to develop analyses and reports for the University community. With success, this individual will anticipate the information needs of the University's senior leaders and provide valuable strategic insight, contributing directly in decision-making and strategic planning.

Specific duties include the following:

- Design and conduct complex analyses to support decision making and University, college, and division-level strategic planning.
- Develop customized analyses and presentations for the University's senior leaders and Board of Trustees.
- Partner with University data stewards to understand, adapt, and prepare internal data.
- Transform and interpret internal corporate data for internal decision-making and planning purposes and external reporting.
- Advance the University's major Business Intelligence initiative by contributing domain, and related data, expertise.

Minimum Qualifications:

Advanced degree required, preferably terminal.

Two years of experience is essential working in teams on complex research projects.

The following special knowledge, abilities, or skills are required:

- Desire to change, adapt, and continuously improve the University's data collection, reporting, and analytic efforts
- Ability to think creatively to propose innovative ways to answer strategic questions
- Highly developed ability to design and execute sophisticated research efforts utilizing appropriate methodologies including multivariate analytic techniques, parametric and non-parametric statistics, predictive modeling, sampling strategies, and data visualization
- Demonstrated expertise in R, Python, or SPSS for data management and analysis, including working with metadata
- Knowledge of, exposure to, and deep interest in higher education
- Knowledge of and familiarity with higher education enterprise data systems, and means of extracting data from them
- Strong oral and written communication skills, including public speaking
- Strong interpersonal skills, including a demonstrated ability to establish collaborative relationships

- Demonstrated ability to interact effectively with academic leadership at all levels of the university
- Demonstrated ability to communicate complex research designs and analytic frameworks to broad audiences
- Impeccable confidentiality
- Ability to prioritize and manage multiple tasks simultaneously
- Demonstrated ability to lead cross-disciplinary teams on complex projects
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Preferred Qualifications:

PhD and/or advanced degree background in statistics highly desirable.

At least 4 years of experience with the following, preferred:

- Principal investigator on a sizable research project from start to finish, including design, data collection, troubleshooting, analysis, and reporting.
 - Responsibility for management of large databases, including data integrity assessment and resolution, naming protocols, layered file management, storage and retrieval protocols, and maintaining security and confidentiality arrangements.
- Experience in consultative and advising relationships with academic units is preferred.

ABOUT NOTRE DAME:

The University of Notre Dame, founded in 1842 by Rev. Edward F. Sorin, C.S.C., of the Congregation of Holy Cross, is an independent, national Catholic university located in Notre Dame, Ind. For the fifth consecutive year, the University of Notre Dame has received Honor Roll distinctions as one of the top 10 higher education workplaces in the country in the Chronicle of Higher Education's annual "Great Colleges to Work For" survey...and we are proud of it!

The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and others that will enhance our community. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).

APPLICATION PROCESS:

Please apply online at <http://ND.jobs> to Job # <http://apptrkr.com/1145250>. For additional information about working at the University of Notre Dame and various benefits available to employees, please visit <http://hr.nd.edu/why-nd>. The University of Notre Dame supports the needs of dual career couples and has a Dual Career Assistance Program in place to assist relocating spouses and significant others with their job search.

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