

Employee's Name Anne Stearns New Position Existing Position X
Business Title Position # (HRIS)
Department/Unit Planning & Analysis (P&A) Job Code
Department ID Job Title Statistical & Information Officer
College/Organizational Unit

A. CONDITIONS OF APPOINTMENT

Term Regular X 9 Month 12 Month X
FTE 1.0 Hours of Work 40/wk

B. ORGANIZATIONAL STRUCTURE

1. Name, title, and position number of person to whom position reports:

Kelli Cox, Director

2. Positions reporting directly to this position: student worker(s)

3. Briefly state the purpose of the position.

The Statistical and Information Officer for the Office of Planning and Analysis collects, analyzes, interprets, and presents data and reports to support the university, college, and departmental missions. The primary responsibilities include the development and maintenance of various data source files and the reporting of information from these sources.

C. DESCRIPTION OF JOB RESPONSIBILITIES

Group and number responsibilities and assign percentage of time spent on each. Please identify each group of responsibilities as essential or marginal.

1. Obtain student enrollment or class census data for reports and requests by querying and/or creating reports in the Peoplesoft iSIS student data system or by collaborating with other personnel to obtain Admissions (Talisma), Financial Aid, Finance and personnel (HRIS) data as needed.
2. Complete mandatory governmental reporting requirements in a timely manner :
 - Integrated Post-Secondary Education Data System (IPEDS)
 - Annual Board of Regents reports
 - Prepare:
 - Qualified Admissions
 - Program Review
 - Student Demographics
 - Spoken English Competency (biennial)
 - Coordinate:
 - Retention and Graduation
 - KHEER
 - Collaborate with P&A computer information specialist to verify quality and accuracy of data uploaded electronically for annual KBOR KSPSD reports
 - Respond to other special Board of Regents requests as needed
 - Maintain KBOR Program Inventory
 - Communicate with IPEDS and KBOR staff as needed to insure data reporting requirements are met

3. Complete annual internal administrative reports:
 - Department Profiles
 - President's Commission on Multicultural Affairs report (Appendix A)
 - Program Review Statistical Reports
 - Enrollment projections and admissions recruitment yields report
 - others, as needed
4. Supply data for annual media/publication survey requests:
 - US News – Standard and Business reports
 - The Princeton Review annual surveys
 - Peterson's annual surveys
 - The College Board annual survey (Common Data Set)
 - Wintergreen Orchardhouse online website
 - Business Week annual survey
 - Forbes Magazine annual survey
 - Reuters Global Institutional Profile annual survey
 - University Web Rankings (international)
 - College Portrait – Voluntary System for Accountability (VSA)
 - others, as needed
5. Work with university Office of Research to provide, or identify sources of, data needed to prepare externally-funded grant proposals.
6. Provide data/reports for ad hoc data requests from faculty, staff, administration, students or external sources.
7. Oversee the Planning & Analysis website:
 - provide updated reports for the webmaster to upload
 - design and update Fact Book and other web publications
 - check regularly for out-of-date files and broken links
 - meet with Director and webmaster to plan revision of P&A webpages as needed
8. Monitor course and curriculum process and note changes that impact P&A reporting to internal or external clients:
 - research and recommend appropriate CIP codes for new and existing programs
 - notify Registrar's staff of CIP code changes, confirm approval dates of any changes
 - update P&A reference files; record program, major, minor, certificate changes
 - collaborate with Registrar, Catalog, Faculty Senate, departmental and Provost office staff members to insure good communication of all changes
9. Be an iSIS liaison for P&A:
 - participate in reporting working groups or committees that address cross-functional communication of iSIS data needs and changes
 - collaborate with Admissions, Financial Aid, ISO data analyst and Registrar staff to improve data accuracy and definitions of iSIS student data
10. Collaborate with ISO programming staff to develop accurate source data reports from iSIS census data to be used to meet all reporting needs and to insure data consistency among reports

11. Direct student worker(s) under supervision to assist in reporting tasks
 - provide specific instructions for each task to promote efficient use of time
 - monitor progress and respond to questions as needed
 - monitor student work schedule and adjust to meet student study and office priority needs
 - maintain work schedule history and authorize time/pay sheets
 - evaluate performance and make recommendations regarding salary increases

12. Prepare and regularly revise a Procedure Manual for all data processing and report generation responsibilities of the Stat and Info Officer.

D. QUALIFICATIONS

1. Education Required

Bachelor's degree

2. Experience Required

Two years' work experience in higher education or related field

3. Other Requirements

Advanced computer skills – Microsoft Excel or other spreadsheet program, word processing, internet browsers

Ability to take on multiple tasks simultaneously

Excellent oral and written communication skills

Ability to work within timelines

Conscientious about the accuracy and the professional presentation of reports

Ability to work in a team environment

Knowledge of statistics

Service orientation

4. Preferred Qualifications

Master's degree

Microsoft Access or other database management skills

Working knowledge of SAS or SPSS tools for data analysis

Working knowledge of Peoplesoft or similar data management software

5. Salary or Range

\$38,000-55,000

SIGNATURES

Employee (Date)

Administrator (Date)