



<b>Job Title</b>	Associate Director, Analytics & Integrated Planning	<b>Job Code</b>	AA0621
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	19
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Academic and Program Management	<b>Union Code</b>	0
		<b>Subfamily</b>	Data Analytics and Reporting

**Job Family & Subfamily Summary**

**Academic and Program Management Professionals** develop, administer, or support programs that enhance the learning environment for students or faculty development.

**Data Analytics and Reporting Professionals** perform statistical analyses for university reporting to internal and external bodies that facilitates decision- making, strategic planning, and University assessments.

**Job Summary**

Provides leadership and direct supervision to the Institutional Knowledge Management (IKM) Analytics team, utilizing applied analytical and visual design expertise, in the production of high-level quantitative and qualitative analyses, translating data results into strategic advice for informed decision making in support of university planning and operational needs.

**Representative Duties**

1.
  - Provides leadership and direct supervision to the IKM Analytics team in the production of high-level quantitative and qualitative analyses, translating data results into strategic advice for informed decision making
  - Explores, strategizes and evaluates use of new metrics from multiple sources in order to gain maximum insight
  - Coordinates the implementation and use of best practices for analyzing and visualization of results and trends using a variety of techniques, including descriptive statistical analysis, predictive analytics, data mining, and visualization concepts
  - Selects or advises on appropriate data analysis applications
  - Manages the validation, analysis, and dissemination of quantitative and qualitative results from internal and external data using statistical and analytical software
  - Selects or advises on appropriate data analysis applications
  - Plans and implements analytical studies for insight generation in support of current and future university initiatives
  - Coordinates the organization of and conducts presentations of complex information to both technical and non-technical audiences, including senior institution administrators and external constituents
  - Maximizes use of interactive visualizations and graphical representations to present data and results as appropriate
  - Oversees and coordinates the creation and maintenance of detailed documentation of processes, data sources, methodologies, policies and related business processes
  - Recommends procedure, policy or rule changes as related to Institutional Research data generation and dissemination

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
6+ years of relevant work experience 2+ years of leadership experience		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**