



Job Title	Director, Data and Success Initiatives	Job Code	AA0618
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	Union Code	0
Job Family	Academic and Program Management	Subfamily	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 for and supervision of strategic projects supporting First Time in College (FTIC) and Transfer student retention and progression to graduation; interprets and analyzes data; creates reports and supports plans for students; utilizes predictive analytics platform to develop insights and identify students at risk; prioritizes data requests and strategic projects in accordance with the goals of the Student Success and Advising unit and Division of Student Learning and Academic Success (SL&AS).

Representative Duties

- Provides leadership for programs, services, and strategic projects facilitated by Office of Student Success that enhance retention and graduation goals
 - Manages SL&AS strategic projects to increase retention and graduation rates of First Time in College (FTIC) and transfer students
 - Provides data and analysis for targeted populations to improve persistence, retention, student success and completion
 - Interprets and analyzes data, conducts research, and generates reports to support retention initiatives
 - Identifies gaps, barriers, and transitional issues that impact student progression
 - Coordinates data-based projects and retention efforts in collaboration with college advising offices and campus partners
 - Collaborates with Institutional Knowledge Management (IKM) to oversee the data analysis and reporting functions of the Office of Student Success in support of the division of Student Learning and Academic
 - Oversees the management, access, implementation, and development of the myKnight STAR platform and other technology within the advising community
 - Utilizes predictive analytics platform to develop insights and identify students at risk
 - Leads assessment efforts for the division of Student Learning and Academic Success
 - Oversees assessment, evaluation, and budget management for the Office of Student Success Success (SL&AS) departments/offices
 - Maintains a visible profile on campus and engage with administrators, faculty, students, alumni, and staff
 - Serves on division and university committees as required

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		

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

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.