



<b>Job Title</b>	Manager, Institutional Research	<b>Job Code</b>	AA0622
<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 data or statistical analyses for university reporting to internal and external bodies that facilitates decision- making, strategic planning, and University assessments.

**Job Summary**

Oversees and coordinates the work of the IR Data Analysts. Serves as the primary lead for state file prep and editing, responsible for the FAS data collection, and provides oversight and submission of national external survey requests. Responsible for data investigation to respond to ad-hoc or state data requests. Coordinates data collection and reporting efforts for internal and external consumers.

**Representative Duties**

1.
  - Assists Director in oversight and coordination of the work of IR Data Analysts
  - Instructs and guides IR Data Analysts applying comprehensive knowledge of departmental practices and operational requirements
  - Guides IR Data Analysts in the appropriate logic and methodology to be used for assigned tasks
  - Provides oversight, direction, and data quality assurance for official external survey responses completed by IR Data Analysts
  - Generates, edits, completes and submits various state-mandated reports and files regarding student, faculty, and staff to the Board of Governor's Office of Data & Analytics (BOG ODA) with assistance from IR Data Analysts
  - Acts as a UCF liaison with BOG ODA staff
  - Submits state file build logic change requests to UCF IT and verifies the applied changes through the test environments
  - Utilizes high level of technical expertise to transform institutional data into relevant information for use in executive decision making using various software tools including SAS and Excel
  - Acts as the functional expert and primary contact for the Faculty Activity Reporting System (FAS) including development, maintenance, and customer support
  - Designs, develops, implements, documents, and disseminates official institutional data as related to Institutional Knowledge Management (IKM) reporting using the university data warehouse, the Student Information System, and other data sources as required; perform analysis of collected data as needed to support IKM responses

<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>		
4+ years of relevant work 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.**