



- Position Title:** NDUS Institutional Data Analyst
- Position#:** 00103644
Full-time, benefited, exempt (from FLSA overtime), banded position
- Salary:** **\$45,000+ per year (dependent on experience)** plus a competitive benefit package including a generous retirement plan and employer paid family health insurance
- Location:** Bismarck, ND
- Closing Date:** Applications received by noon on June 17, 2019 will be given first consideration. Open until filled.
- Job Description:** This is a full time position that incorporates 50% time dedicated to IR responsibilities for Bismarck State College (BSC), and 50% time dedicated to IR responsibilities for NDUS System Office. This position is responsible for the collection, organization, maintenance, and analysis of institutional and other data for reporting, executive-level decision support, institutional management, operations, and planning functions for BSC and NDUS Institutional Data and Reporting. This position also functions as a shared IR service as needed to NDUS institutions for federal IPEDS reporting. This position will report to the NDUS Director of Institutional Data and Reporting.

Minimum Qualifications:

- Bachelor's degree with a major in statistics, computer information systems, mathematics, societal science, business, education, or related field.
- Proficient knowledge of statistical analysis methods and techniques, and the ability to apply these methods and techniques to a diverse range of data.
- Ability to work with large datasets, including manipulation and transfer of data.
- Prior related experience.
- Excellent working knowledge of computer software programs (i.e., Microsoft Word, Excel, Access, e-mail, electronic calendar, etc.).
- Ability to organize and meet deadlines.
- Excellent analytical, critical thinking and writing skills.
- Ability to work effectively with a team as well as independently.
- Excellent interpersonal and communication skills.

Preferred Qualifications:

- Master's degree in statistics, computer information systems, mathematics, social science or related field.

- Successfully completed college-level coursework in statistics.
- Experience in a higher education institution or the public sector in North Dakota.
- Working knowledge of statistical software programs.

Duties and Responsibilities

- Responsible for the collection, organization, maintenance, and analysis of institutional and other data for executive-level decision support, institutional management, operations, and planning functions.
- Responsible for supporting data and information needs of campus Institutional Effectiveness, planning, assessment, accountability and accreditation activities.
- Responds in a timely manner to specific requests for institutional and system level data.
- Assists the NDUS Institutional Data and Reporting team to prepare both detail and summary level research reports (Surveys and Executive Summaries) and other communications; including researching, analyzing data, and developing reports.
- Supports strategic focuses of the NDUS through provision of relevant data.
- Assists in designing appropriate and reliable measures to assess institutional effectiveness
- Transforms results of data analyses into information and knowledge supporting data-informed decision making.
- Maintains liaisons with other NDUS offices and campuses to acquire, provide, and ensure the integrity of data and research.
- Assists with surveys supporting institutional and system level priorities.
- Provides shared IR services for federal reporting as directed by supervisor.
- Serves as an active member on teams and various committees within the context relevant to collaborative roles and responsibilities of NDUS initiatives.
- Supports innovation, creativity and ideas to improve/enhance processes, functions, etc. in the department and as a whole for the NDUS.
- Performs other duties as assigned.

To Apply: Applicants should send a cover letter **specifically addressing the above qualifications**, a current resume, transcripts and the names and contact information (including telephone numbers and e-mail address) of three professional references, either electronically (preferred) to jane.grinde@ndus.edu or by mail to:

NDUS
Attention: Jane Grinde
600 E Boulevard Ave, Dept 215
Bismarck, ND 58505-0230

by the closing date stated above. Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214 with the application for employment; claims for disabled veteran's preference must include Form DD214 and a letter less than one year old from the Department of Veterans' Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate and a letter less than one year old from the Department of Veterans' Affairs indicating disability, or the veteran's death certificate. Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal

background check. Applicants must be eligible to work in the U.S. and I-9 employment certification is required at hire.

Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Jane Grinde at (701) 777-1918, or e-mail jane.grinde@ndus.edu. TTY Number 1-800-366-6888.

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.

Applications for public employment will be confidential unless deemed a finalist. Public entities including the State Board of Higher Education and NDUS institutions shall determine finalists for open positions consistent with N.D.C.C. Section §44-04-18.27. Applications for public employment of non-finalists and any records related to those applications which contain information that could reasonably be used to identify an applicant are confidential.

Equal Opportunity Employer: The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

THE NORTH DAKOTA UNIVERSITY SYSTEM was organized in 1990. It is made up of 11 public colleges and universities governed by the State Board of Higher Education. The NDUS is composed of two doctoral-granting institutions (NDSU and UND), two master's granting institutions (MISU and VCSU), two universities that offer baccalaureate degrees (DSU and MASU), and five campuses that offer associate and trade/technical degrees (BSC, LRSC, MISUB, NDSCS and WSC).