

Position Title: Institutional Planner
Working Title: Assistant Director, Assessment and Institutional Research

The University of Wisconsin – Milwaukee, a doctoral research-extensive university, is Wisconsin’s premier public urban university consisting of more than 3,350 faculty and staff serving over 28,000 students.

The Office of Assessment and Institutional Research (OAIR) supports and advances the strategic goals of the university by providing official comprehensive, timely and user-friendly information for institutional planning, policy formation, decision-making and evaluation projects and processes. In addition to ensuring the accuracy of university data, OAIR coordinates responses for internal and external accountability mandates and requests for information about the campus. OAIR also develops survey instruments and coordinates the implementation of university-wide surveys.

Duties:

Under general supervision of the Director of Assessment and Institutional Research, the professional employee in this position performs a variety of duties related to the preparation, maintenance, and reporting of UWM data, primarily revolving around academic issues, in support of assessment, benchmarking, and strategic planning. This position requires a self-starter needing only general direction and the ability to strategize steps to be taken to fulfill duties and considerable judgment and ability to adapt to shifting priorities and conditions.

Minimum Qualifications:

1. BA/BS Degree
2. 2 years of related experience with demonstrated knowledge and experience using word processing, spreadsheets and relational databases
3. A Ph.D. may be substituted for 2 years of related experience

Preferred Qualifications:

1. MA/MS Degree
2. Experience using data derived from a centralized system, preferably institutional research experience working with data derived from student records in a higher education setting
3. Demonstrated knowledge of relational database programs, preferably Microsoft Access
4. Advanced quantitative skills, preferably experience using statistical measures and research design to support policy analyses
5. Experience creating queries and developing reports from a centralized data warehouse, preferably using Hyperion/Brio
6. Familiarity with PeopleSoft
7. Knowledge of and ability to program in a statistical software program, e.g. SAS
8. Experience collaborating with information technology staff and the ability to communicate effectively between technical staff and end-users
9. Experience in preparing and presenting analytical studies, both orally and in written formats

How to apply:

Complete application materials must include a letter of application addressing educational and professional level work experience as it relates to all required and preferred qualifications, a professional resume, and the names and contact information of three professional references. All finalists being considered for the position will be required to participate in a criminal records review consistent with the Wisconsin Fair Employment Act.

Apply online at:

www.jobs.uwm.edu/applicants/Central?quickFind=50963

UWM is an AA/EO employer.

Under the Wisconsin open records law, we are required to provide, upon request, the names of all nominees and applicants who have not requested in writing that their identity not be revealed. Persons agreeing to be final candidates will have their identities revealed as final candidates for the position.

For the UWM Campus Security Report, see

<http://www.uwm.edu/Dept/OSL/CleryAct/CleryAct.html>, or call the Office of Student Life at (414) 229-4632 for a paper copy.