The Nevada System of Higher Education
Position Announcement
For
Institutional Research Analyst

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Institutional Research Analyst. This is a renewable, full-time, non-tenured, administrative position and reports to the Director of Institutional Research. The position will be located in Reno, NV. The NSHE is comprised of eight institutions: two universities, a state college, four community colleges and a research institute. The public system of higher education in Nevada continues to experience growth with significant challenges and opportunities in serving over 100,000 students and 12,000 employees.

The position will work closely with the Director of Institutional Research and other Academic and Student Affairs staff to provide professional support in data management and reporting. Projects vary in complexity and frequency, ranging from ad-hoc to ongoing and scheduled reporting projects. Projects will range across the entire higher education decision support spectrum, including data on student enrollment, demographics, and performance, the research enterprise, teaching, admissions, human resources, finance and other topics as assigned.

SALARY: Grade 7

APPROXIMATE STARTING DATE: Mid-August 2015

MINIMUM QUALIFICATIONS: The successful candidate must have an earned Bachelor’s degree from an accredited institution and three years of experience directly applicable to the position. Experience in institutional research and/or working with large datasets is preferred.

KNOWLEDGE, SKILLS AND ABILITIES: Successful candidates need the following knowledge, skills and abilities. It is recommended that applicants for this position address each of the following items in the letter of application:

- Knowledge of higher education data systems such as IPEDS and the National Student Clearinghouse
- An understanding of the role of institutional research within a postsecondary setting including standard reporting protocols and procedures
- Advanced skills in a variety of computer applications and reporting tools including, but not limited to, MS Access, Excel, PowerPoint and Word
- Experience with databases, data query and data access. Data sources include the NSHE data warehouses (Oracle), other locally maintained databases, IPEDS, National Student Clearinghouse, U.S. Census, state workforce and demographer data, and P-12 data.
- Ability to work with large data sets, verifying and checking data thoroughly for accuracy and completeness, importing and exporting files between software
- Strong organizational skills
- Ability to work independently in a changing environment with accuracy and attention to detail
- Ability to prioritize and organize tasks to meet deadlines and follow through on assignments with minimal direction, often under pressure
- Ability to exercise judgment to solve administrative problems where the answer is not apparent
- Ability to communicate effectively in both an oral and written manner
- Ability to adhere to stringent deadlines
- Ability to process large amounts of information and break it down into critical elements
- Ability to discern critical information
- Ability to determine the most appropriate format for conveying information to a specific audience
RESPONSIBILITIES: The duties of this position will include, but not be limited to, the following areas of responsibility within the NSHE Office of Academic and Student Affairs:

- Collect, extract, compile and report institutional data for scheduled and ad hoc reporting requests
- Retrieve data from the Oracle student data warehouses for both internal and external data requests (surveys, reports, etc.)
- Develop and condition large scale datasets
- Provide direct support in the development, publication and dissemination of reports and presentations, including compilation of data, creation of charts and tables, design of report and incorporating input from various sources
- Create handouts and presentations for a variety of audiences
- Develop reports within the SLDS using NSHE, NDE and DETR data
- Provide support as needed to the Director of Institutional Research and all Academic and Student Affairs professional staff as requested

TO APPLY: The application process will be handled through the Consensus Search online search process. Application materials must include a current resume, detailed cover letter, and names, addresses, and telephone numbers of four professional references willing to be contacted. Applicants should fully describe qualifications and experience, since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. Applications will be considered incomplete without all requested materials. The review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via online application at http://system.nevada.edu/Careers/index.htm. For assistance with NSHE’s online applicant portal, contact Lori Mandracchio at (702) 889-8426 or lori_mandracchio@nshe.nevada.edu.

APPLICATION DEADLINE: Applications may be submitted until the position is filled however, to ensure full consideration; preference will be given to applications submitted by July 24, 2015.

For more information about the Nevada System of Higher Education, please visit our website at www.nevada.edu. The Nevada System of Higher Education hires only United States citizens and aliens lawfully authorized to work in the U.S. The NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity, or gender expression.