



DATE ISSUED: 10/13
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager of Reporting and Analysis

JOB SUMMARY

The Manager of Reporting and Analysis will work on business systems processes to properly align and incorporate appropriate practices and technology to support accurate and efficient reporting to external agencies as well as academic and administrative departments. This position will supervise and coordinate the collection of data from the student information system or other data sources requiring advanced analytical and programming skills to extract and audit data for accurate reporting. The position works closely with the academic and business departments to understand business requirements, recommend processes to facilitate the implementation of the business requirements within the Office of IR & Improvement, and consult on student data implementation decisions. The Manager of Reporting and Analysis will analyze higher education trends and challenges in student information reporting to recommend, manage and test suitable solutions to those challenges. In addition, the position requires high-level technical expertise to create and/or maintain automated programs that adhere to federal and state reporting requirements and audit for accuracy and validity. This position is responsible for independently performing responsible and confidential duties, and performing non-standardized tasks requiring the employee to formulate production methods, schedules, and priorities. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice Provost for Institutional Research & Improvement

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Supervises preparation of all state reports related to student enrollment, credit hours, degree completion, and application to ensure accuracy and timeliness.

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- Coordinates collection, extraction, and reporting of data required by federal, state, and other external agencies.
- Supervises construction of snapshot data files to maintain integrity of historical data.
- Consults on business processes to meet reporting, analysis, and decision-making needs.
- Designs, creates, and maintains reports through programming which involves queries to extract data for analysis in support of university efforts.
- Ensures data accuracy and integrity for reporting of enrollment and student data.
- Supports implementation of major projects and changes related to information generation, collection, and analysis of student data.
- Supervises preparation of completion of research reports and data provided for specific needs.
- Participates in university committees and other activities to address user needs and disseminates institutional research information.
- Provides training and support for Colleague processing and interactive queries.
- Responsible for establishing data standards for department reporting.

ADDITIONAL DUTIES

- Participates in professional associations and other professional developments.
- Consults with university personnel on state and federal reporting requirements.
- Works with data warehouse design and maintenance to facilitate reporting requirements.
- Consults with departments on DARS, degree requirements, and core requirements.
- Performs other duties as requested.

EDUCATION

Master's degree with additional technology or network systems training.

EXPERIENCE

Five years job related work in computing and/or communications. Proficient in programming with experience in statistical software including SQL, data base design and query, Excel, and SAS. Three to five years' experience in institutional research and current issues/trends in higher education.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - *The following are essential:*

- Knowledge of applications programming to extract data from large student data bases and systematically test for accuracy and completeness.
- Proficient in programming with experience in statistical software including SQL, data base design and query, Excel, and SAS.
- Knowledge of institutional research and current issues/trends in higher education.
- Knowledge of current computing, networking and communication systems.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.
- Ability to perform under specific deadlines.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training, and supervision, if needed.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

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SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.