

University of Illinois System
University Office for Planning & Budgeting
Institutional Research & Policy Advisor
Urbana-Champaign

The University of Illinois System has a full-time opening for an Institutional Research and Policy Advisor position.. The Institutional Research and Policy Advisor will design, conduct, and interpret new and continuing institutional research, administrative, and academic policy studies particularly in the areas of: staffing trends; employee compensation; faculty characteristics and quality measures. Data analysis and research will be utilized by executive level leadership in areas related to policy, budget and resource planning, and to satisfy external reporting mandates. Incumbent will also assist in the preparation and documentation of the University's materials required by State of Illinois. Additional responsibilities include:

1. Access, analyze, and summarize data for executive leadership including but not limited to the Board of Trustees, President, Vice President of Academic Affairs, and Chief Financial Officer, in an accurate, timely manner.
2. Access, analyze, and summarize data to satisfy statutory reporting as required by state and federal agencies in an accurate, timely manner.
3. Maintain a high level of technical competence in utilizing tools such as SAS and SQL to extract and manipulate data, perform analysis and develop reports.
4. Use University of Illinois and Planning and Budgeting databases and develop other information resources as needed to satisfy institutional reporting requirements and provide analysis and recommendations to the Assistant Vice President for Planning & Budgeting.
5. Assist with analytical studies in response to internal and external data requests, particularly in the areas of: faculty salary and characteristics, staffing trends, employee compensation, and support of annual reporting to the State of Illinois.
6. Assist in the production of the annual University budget request. Provide background information to technical questions concerning annual budget request by the Illinois Board of Higher Education and legislative staff. These submissions are used throughout the state budget process and provide justification for increases in appropriation levels for the University of Illinois System.
7. Participate in institutional data exchange activities.
8. Conduct peer comparisons and other special studies as required.
9. Assist in production of reports, presentations and dashboard for use by executive leadership, Board of Trustees, and other university constituents.

10. Work as a team member to refine the unit's research agenda based on scanning of national and state trends in key subject areas.

11. Must use discretion working with confidential data on a daily basis.

The position requires strong analytical skills as well as the ability to report concise summaries of management information. Successful candidates will possess a bachelor's degree in a discipline that includes quantitative analyses and one to three years of experience writing standardized queries. Other requirements include: experience in data collection and management, information management, or statistical analysis; ability to extract data from web-based data sources, such as the IPEDS data center, data warehouses, and relational databases; ability to modify and develop new SAS and/or SQL queries to extract and manipulate data; ability to create data summaries, tables, visualizations, and reports in response to internal and external requests; knowledge of research methodology and management information reporting; experience with a statistical package, such as SAS, SPSS, Stata or R, to extract data, perform analysis, and build summary tables; experience with spreadsheets and word processing; excellent oral and written communication skills; ability to implement solutions to problems quickly and independently.

Preferred qualifications include: experience using data visualization tools such as Tableau; experience accessing distributed databases in a networked, client/server environment; experience working with relational databases; familiarity with national higher education data sources (e.g., IPEDS), websites, and related information sources; familiarity with public higher education in Illinois; professional experience in University or other public sector planning, budgeting, fiscal, or human resource administration; experience with survey research methodology; experience with Banner.

This is a full-time, 12-month Academic Professional position. For full consideration, candidates must apply and submit a letter of application, resume, and names/addresses/phone numbers of three professional references by January 11, 2019 at <https://uajobs.hr.uillinois.edu/>.

The University of Illinois conducts background checks on all job candidates upon acceptance of a contingent offer of employment. Background checks will be performed in compliance with the Fair Credit Reporting Act.

System Human Resource Services
(217) 333-2600
erhr@uillinois.edu

The University of Illinois is an affirmative action/equal opportunity employer dedicated to building a community of excellence, equity and diversity. The System Offices welcome applications from women, underrepresented minorities, individuals with disabilities, protected veterans, sexual minority groups and other candidates who will lead and contribute to the diversification and enrichment of ideas and perspectives.