



# Oklahoma State University

## Office of Institutional Research & Information Management

### Position Opening: Assistant Director

The Office of Institutional Research & Information Management (IRIM) at Oklahoma State University is seeking an Assistant Director. The position reports to the Associate Vice-President/Director of Institutional Research & Information Management and will be located on the Stillwater, OK campus.

#### **Position Responsibilities:**

Provide day-to-day management for the Office of Institutional Research & Information Management including:

- Oversee quality assurance and confidentiality of institutional data, both current and historic, for the OSU system.
- Supervise staff to ensure timely and accurate completion of research surveys, reports and related activities.
- Consistently display a high level of integrity, courtesy, service, teamwork and support to colleagues and community members.
- Work effectively with constituents at branch campuses.
- Provide institution-wide support for obtaining data and information and performing analysis in response to specific needs.
- Provide leadership within IRIM for the organization and reporting structure of data under the recently implemented banner system. This will include student, human resource and financial data.
- Provide direction and oversight for the development of dashboard reports for OSU administration.
- Work with OSU Information Technology to procure needed resources, software and training.
- Collaborate with Big XII Institutional Research offices to determine best practices or comparison data projects.

#### **Skills, Proficiencies and Knowledge:**

- Exceptional analytic and communication skills
- Experience and proven success in environments requiring constant multi-tasking and meeting perpetual deadlines
- Ability to supervise and train employees, to include organizing, prioritizing and scheduling work assignments
- Ability to work independently, with minimum oversight
- Ability to effectively interact with a broad spectrum of university personnel
- Mastery of statistical software applications (SAS, SPSS, etc.) or other reporting tools (COGNOS, Tableau, SQL, etc.)
- Mastery of Excel and PowerPoint are essential
- Must be an effective listener, able to distill complex data and information requests from a wide range of requesters
- Commitment to excellent customer service



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**Required Experience & Education:**

- Bachelor's degree in relevant discipline.
- Minimum of four years experience in higher education as an analyst in an Institutional Research Office or in a related office where reporting and data analysis are included in job responsibilities.

**Preferred Experience & Education:**

- Master's degree or above in relevant discipline.
- Supervisory experience within an Institutional Research or related office.
- Experience with Banner.
- Experience establishing dashboard reporting tools.

**Deadline Date:** Open Until Filled

Interested candidates should apply online at <http://jobs.okstate.edu>

Requisition Number req2912

For assistance with the on-line application process or to request an accommodation to enable application, contact OSU Human Resources, 106 Whitehurst, Stillwater, OK 74078 or call 405-744-7401. Oklahoma State University is an Affirmative Action/Equal Opportunity/E-verify employer committed to diversity and all qualified applicants will receive consideration for employment and will not be discriminated against based on age, race, color, religion, sex, sexual orientation, genetic information, gender identity, national origin, disability, protected veteran status, or other protected category. OSU is a VEVRAA Federal Contractor and desires priority referrals of protected veterans for its openings. OSU will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.