

JOB DESCRIPTION:	Institutional Academic Analyst		
DEPARTMENT:	Academic Affairs		
REPORT TO:	Vice President of Academic Affairs		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#428100	DATE APPROVED:	21-MAR-2025
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Leads and develops a comprehensive institutional data and research programs to support the university's mission and strategic initiatives.

DUTIES:

1. Designs, directs, and supports academic and administrative program reviews and related activities that demonstrate institutional effectiveness. Promotes internal and external communication of research results.
2. Plans, organizes, and coordinates strategic research projects, and activities. Implements, and administers methods and procedures to enhance operational effectiveness and efficiency.
3. Develops and establishes operating goals, policies, and procedures for the institutional research / assessment office. Supports continuous academic program assessment and improvement of student learning.
4. Supports the ongoing development and implementation of data driven decision making initiatives for academic and administrative units that support the goals the university's strategic plan.
5. Participates in the collection and analysis of various assessment data to support departmental accreditation and program reviews. Records, stores, manages, and disseminates confidential and sensitive assessment data.
6. Provides strategic advice and consultation to leadership in the development, implementation, and evaluation of modifications and enhancements to existing operations, systems, and procedures.
7. Coordinates all assessment and institutional effectiveness activities needed for compliance purposes and for Higher Learning Commission accreditation and other college-and/or program-level specialized accreditations. Compiles a wide variety of external surveys requests on behalf of the university.
8. Recommends and participates in the development of university policies and procedures. May serve on planning and policy-making committees that align with the goals of the office and the university Strategic Plan.
9. Prepares reports and provides information for the annual Perkins Grant reporting with the Community and Workforce Development department. Responsible for Quarterly Reports to Department of Finance and Administration and annual the Council of University Presidents report that is compiled for the legislative session every January.
10. Responsible for Project Success and Consortium for Student Retention data updates for Student Affairs.
11. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Master's degree with 5 years of experience directly related to the duties and responsibilities specified. Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Expertise in research, data analysis and educational outcomes. Ability to work with diverse members of the university community including students, faculty, staff, administrators, and accreditors. Ability for effective organizational skills and ability to connect to the institutional strategy while displaying attention to detail. Ability to synthesize and analyze quantitative and qualitative data and prepare and present reports effectively. Knowledge of State and Federal postsecondary education accountability initiatives and trends. Knowledge of regional, national, and specialized postsecondary accreditation standards, practices, and goals. Knowledge of institutional self-assessments and student outcomes assessment principles, data methods and techniques. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Knowledge and understanding of integrated program planning, development, and administration within a public institution environment. Ability to plan, create, program, and manage statistical computer databases across multiple hardware and operating system platforms/ environments. Advanced verbal and written communication skills. Knowledge of University data systems, definitions, and procedures. Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions. Knowledge of budget preparation and fiscal management. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)