



## **JOB ANNOUNCEMENT**

UW SYSTEM ADMINISTRATION  
Office of Policy Analysis and Research

### **(SENIOR) POLICY AND PLANNING ANALYST**

Madison, WI

The [University of Wisconsin System](#) is one of the largest systems of public higher education in the country and employs more than 39,000 faculty and staff statewide. The UW System's combined enrollment headcount exceeds 170,000, and the System confers more than 36,000 degrees each year. The UW System is comprised of 13 four-year universities with 13 two-year branch campuses affiliated with seven of the four-year institutions. Two of the universities (UW-Madison and UW-Milwaukee) are doctoral degree-granting institutions and 11 are master's degree-granting comprehensive institutions. The UW System is governed by a single Board of Regents comprised of 18 members. The UW System head is the President of the System. Together, these institutions are a tremendous academic, cultural, and economic resource for Wisconsin, the nation, and the world.

The mission of the [Office of Policy Analysis and Research](#) (OPAR) is to guide UW System's strategic direction by informing planning, policy development, evaluation, and decision-making. In fulfilling this mission, OPAR's primary functions are to:

- Provide accurate, timely information and analyses to the [Board of Regents](#), UW System senior leadership, and UW institutions.
- Support systemwide efforts to improve student success, ensure a robust array of academic programs, manage enrollments, and maximize impact of student financial aid.
- Conduct instructional workload and cost analyses.
- Contribute to the budget planning process.
- Initiate studies to address emerging national and state issues in higher education.
- Lead systemwide [accountability](#) reporting efforts.
- Respond to state and federally mandated information requirements and other data requests.

OPAR serves as the office of record and [clearinghouse](#) for UW System Administration (UWSA) on student, curricular, admissions, and financial aid information. As such, OPAR oversees the collection and management of these data from UW institutions. In addition, the office coordinates and analyzes systemwide surveys and benchmarks UW System performance against peer systems and institutions.

#### **MAJOR RESPONSIBILITIES**

The Office of Policy Analysis and Research is seeking candidates with the combination of leadership, communication, analytical, and technical skills to thrive as a full-time (Senior) Policy and Planning Analyst. This position reports to the Director for Policy Analysis and Research, within the Academic and Student Affairs division of UW System Administration, located in Madison, Wisconsin.

The (Senior) Policy and Planning Analyst conducts research and analysis on a wide variety of higher education issues supporting planning, decision making, and policy development in the UW System. This position is responsible for activities related to institutional research and data management that include leading selected OPAR projects and processes.

The major responsibilities of this position are as follows:

- Tell compelling, accurate stories with data that drive action on a variety of higher education issues.
  - Actively engage with internal and external stakeholders to understand how higher education issues, policies, and business practices affect UW System.
  - Identify opportunities for relevant analyses that facilitate action on UW System's needs and priorities.
  - Conduct analyses by developing database queries, manipulating large data files, using secondary data sources, and selecting appropriate statistical techniques.
  - Write reports and deliver oral presentations that visually depict findings for non-expert audiences and communicate implications for action in addition to detailed analytical findings.
- Increase capacity of OPAR and UW System to use data to inform decisions.
  - Work with other OPAR staff and information technology staff on the design and implementation of data collection, editing, and warehousing systems.
  - Develop key performance indicators (KPIs) and dashboards.
  - Help guide successful implementation of systemwide analysis platforms in areas such as student advising or transfer.
- Increase the effectiveness of the office within the UW System and beyond.
  - Lead data analysis on cross-functional teams with colleagues from other UWSA offices and UW institutions.
  - Execute complex projects under own initiative without intensive supervision, leading colleagues to accomplish team projects.
  - Identify situations that benefit from broader input, and effectively acquire input in an inclusive, respectful, and receptive manner.
  - Represent UW System and OPAR on internal and external committees, and at state, regional, and national conferences.
  - Respond to ad-hoc requests for information and analysis and take on other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

To be considered for this position, applicants **must** have:

- Master's degree
- At least five years of professional experience in higher education
- Experience with statistics and research methodologies
- Experience with programming languages for data manipulation and analysis (e.g. SQL, SAS)

#### **PREFERRED QUALIFICATIONS**

- An earned doctorate in social sciences, higher education, or statistics
- Experience in research and analysis in one or more areas of higher education administration, such as financial aid, admissions or enrollment management, instructional workload, student and/or faculty equity, survey design and analysis, or other areas
- Experience with best practices in the use of technology in institutional research, such as predictive analytics, integrated data warehousing systems, and interactive data visualizations/dashboards
- Demonstrated commitment to diversity and inclusivity as critical components of organizational success
- Experience managing multiple projects at the same time and meeting project deadlines in a dynamic and demanding environment where expectations for performance and productivity are high

### **CONDITIONS OF EMPLOYMENT**

This position is a full-time, salaried (exempt) academic staff position. Well-qualified candidates can expect a starting annual salary within a range of \$65,000 to \$85,000, commensurate with the candidate's education, related experience, and qualifications. UW System employees receive an excellent benefit package. To learn more about the UWSA comprehensive benefit package, please access [ALEX](#), the UW System's on-line virtual benefits counselor. In addition to ALEX, you can read our benefit summary guide: [Summary - Faculty, Academic Staff & Limited Appointees](#). Furthermore, the [UW System Total Compensation Estimator](#) is a tool designed to provide you with total compensation information.

### **SPECIAL NOTES**

The UW System conducts criminal background checks for final candidate(s). It will also require you and your references to answer questions regarding sexual violence and sexual harassment. The UW System is engaged in a [Title and Total Compensation \(TTC\) project](#) to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same.

### **APPLICATION INSTRUCTIONS**

**To ensure full consideration, please submit application materials as soon as possible. Applicant screening will begin immediately and be ongoing through Friday, November 8, 2019.** However, applications may be accepted until the position has been filled.

1. Go to the UWSA Applicant Portal to submit your materials online. The web address is: <https://www.wisconsin.edu/ohrwd/uwsa/careers/current-jobs/apply/>
2. Select the appropriate applicant portal, either [External Applicants](#) or [Internal Applicants](#).
3. Locate the position you want to apply for and click on the position.
4. Follow the onscreen instructions; be sure to upload **ALL THREE** of the required documents: resume, cover letter, and references **as PDF files**. Failing to include any of these documents may disqualify your application. Uploading your documents as PDFs is also critical to maintain the formatting of your documents.
  - a. Your cover letter **MUST** specifically address how your education and experience relate to the position and qualifications. Be sure to emphasize the areas outlined under "Minimum Qualifications."
  - b. Your reference page should include the names, addresses, e-mail addresses, and phone numbers for three professional references **with at least one being from your current supervisor**.
5. Include a statement of whether you wish to have your application held in confidence or made available to the public upon request. Please note that in the absence of any statement regarding confidentiality, we will assume you do not wish to have your application held in confidence. *The UW System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).*
6. Submit your application.

*The University of Wisconsin System Administration is an affirmative action/equal opportunity employer and actively seeks and encourages applications from women, minorities, and person with disabilities.*

Questions may be addressed to: Lori Fuller, Senior Human Resources Manager; UW System Human Resources; at [lfuller@uwsa.edu](mailto:lfuller@uwsa.edu) or at (608) 263-0847.