POSITION OVERVIEW

Department: Office of the Registrar
University Classification: Senior Business Intelligence Analyst | UI Job Code: PIX2 | Pay Level: 4B
Working Title:
Percent Time: 100% (40hrs/wk.) | Position Type: Regular P&S, Ongoing
Administrative Supervisor: ☐ Yes ☒ No | Reports to: Manager, Business Analysis
Compensation: $54,000 - $59,000 pending final candidates related experience

POSITION SUMMARY

This position on the Office of the Registrar’s Academic and Alumni Data Management team will build and deliver informative Power BI reports based on student information measuring progress towards degree from the degree audit (DGRA) tables and other warehoused student information. Provides administrative support and expertise to the registrar staff involved in the development of the warehouse degree audit tables. This position will be the first stop for data expertise on the DGRA tables and act as liaison between the Degree Audit Team and the Academic Data Management Team. This position will be the liaison with the Commencement Team in for the ceremony event management software. This position will provide data management support for IVETS Financial team. This position will require ongoing training to keep up with the changes in technology and methods.

WHAT YOU DO

Business Requirements and Analysis:
• Maintain and update commencement attendance application and provide graduation/commencement data as requested to assist the Commencement Team
• Cultivate an understanding of the Degree Audit tables and assist in continuous improvement of the degree audit reports
• Assist IVETS Financial Team meet data and reporting requirements of various military partners.

Reporting and Visualization (front end):
• Build new reports based off of the DGRA tables using Microsoft Power BI reports and DbVisualizer.
• Provide moderately complex DGRA table user support.
• Provide individual training and go-live support.
• Gathers and analyzes feedback to develop new or enhance existing reports and MAUI data collection processes. Assist with internal data requests and institutional reports

Architecture (back end):
• Troubleshoot DGRA tables by testing reports created by others to determine whether data fields are being used correctly and suggest corrections if necessary.

Leadership:
• Develop training materials for Registrar staff on the DGRA tables and Marching Order application.
• Present at various conferences showcasing the dashboards we are building at the University of Iowa.
• Will help advise other departments building reports using warehouse data, specifically DGRA tables
• Maintain documentation on assigned project requirements.
• In addition to duties surrounding dashboards and data delivery, employee will be expected to participate in the graduation ceremonies and other duties assigned that are consistent with the mission statement of the Office of the Registrar.
• Serves as liaison between the office and colleges, administration, & technical staff. Responsible for enabling and supporting communication among all to troubleshoot, resolve problems, and address concerns.

HOW YOU DO YOUR JOB (learn more about competencies and proficiency levels here)

Data Administration: – Proficiency: Working

What this looks like:
• Documents data administration tasks, responsibilities, and procedures.
• Works with tools for access to and updating of local repositories.
• Performs routine data maintenance, back-up, and recovery procedures.
• Cites specific examples of common problems, diagnostic tools, and typical resolutions.
• Maintains conceptual, logical and physical models.

Data Mining: – Proficiency: Working

What this looks like:
• Participates in the design and development of data mining applications.
• Assists in the analysis of information provided by a data mining process.
• Describes the process of preparing data for data mining operations.
• Explains the differences between the verification and discovery models of data mining.
• Applies data mining techniques: decision trees, association rules, link analysis, clustering, etc.

Query and Database Access Tools: – Proficiency: Working

What this looks like:
• Demonstrates knowledge of a specific database and associated command language.
• Defines, tests, and implements simple queries.
• Works with advanced features and functions such as sorting, filtering and simple calculations.
• Develops and tests and tested query statements to retrieve, insert, update, and delete information.
• Obtains and analyzes query access path information.

Relational Databases: – Proficiency: Working

What this looks like:
• Assists with the development or maintenance of a relational database.
• Describes the facilities for data entry, updates, deletion, retrieval, and summarization.
• Uses automated tools for first and second stages of normalization.
• Explains integrity rules, their rationale, and validation tools and practices.
• Uses automated tools for data flow and entity relationship diagramming.
### Effective Communications: – Proficiency: Working

**What this looks like:**
- Communicates well downward, upward, and outward.
- Employs appropriate methods of persuasion when soliciting agreement.
- Maintains focus on the topic at hand.
- Adapts documents and presentations for the intended audience.
- Reviews others' writing or presentations and provides feedback and coaching.
- Demonstrates both empathy and assertiveness when communicating a need or defending a position.

### Problem Solving: – Proficiency: Extensive

**What this looks like:**
- Uses varying problem-solving approaches and techniques as appropriate.
- Develops successful resolutions to critical or wide-impact problems.
- Organizes potential problem solvers and leads problem resolution efforts.
- Analyzes and synthesizes information and devises alternative resolution strategies.
- Contributes to standard practices for problem-solving approaches, tools, and processes.
- Ensures capture of lessons to be learned from a problem-solving effort.

### UNIVERSITY EXPECTATIONS (see definitions and proficiency levels [here](#))

#### Collaboration/Positive Impact – Proficiency: Extensive

**What this looks like:**
- Ensures time, resources, energy, learning opportunities, and actions are focused on priorities important to the changing workplace.
- Identifies and resolves disagreements/conflicts in early stages.
- Promotes a safe, fair, respectful environment in which concerns can be addressed effectively.
- Recommends changes to work practices and policies to achieve desired outcomes.

#### Diversity, Equity, and Inclusion – Proficiency: Working

**What this looks like:**
- Maintains productive work relationships while considering multiple perspectives.
- Demonstrates awareness of one’s own and others’ social identities (e.g., race, gender, disability status, religion, etc.) and their relevance in the workplace.
- Resolves cross-cultural conflicts effectively.
- Articulates the unit’s commitment to diversity, equity and inclusion and the reasons for its importance.
- Engages in personal and professional development on issues related to diversity, equity, and inclusion.

#### Service Excellence/Customer Focus – Proficiency: Extensive

**What this looks like:**
- Participates in developing a variety of effective ways to deal with service challenges.
- Models service delivery and coaches’ others to deliver excellent service in a variety of settings.
- Communicates well with direct reports, peers, leadership, and external constituents.
- Utilizes various methods for information sharing and information gathering. Modifies processes to enhance service.
QUALIFICATIONS YOU BRING

Required
- A bachelor's degree or an equivalent combination of education and related experience or expertise.
- Experience (minimum of 3 years) working in a data-focused role or other similar related experience.
- Demonstrates a working proficiency level in:
  - use of Microsoft Power BI
  - use of SQL writing
  - knowledge of and experience with relational databases
  - ability to use data gathering/analysis tools, techniques, and processes in order to successfully meet unit goals and/or project needs
- Demonstrates a extensive proficiency level in:
  - ability to understand and apply effective written and verbal communications, concepts, tools and techniques.

Desired
- Some experience (typically 6 months - 1 year) working in a post-secondary academic setting.
- Demonstrates a working proficiency level in:
  - managing multiple tasks, resource, and project management, including a high level of autonomy, decision-making, and time organization.
  - use of MAUI or other student records/information systems (PeopleSoft, Banner, etc.)
  - ability to build relationships that support a variety of individuals and groups in a constructive and collaborative manner
  - knowledge of FERPA and other university and federal regulatory rules, policies, and laws

ABOUT THE OFFICE OF THE REGISTRAR

The Office of the Registrar serves as the institutional guardian for official academic information and records in supporting the faculty, staff and students of the University of Iowa. We work with every faculty, staff, student, department, and dean's office on campus coordinating and providing services related to the student records: course catalog, registration, fees, records, transcripts, data warehouse, institutional research, reporting, maintenance, and security for student records data, grading process, graduation, and diploma services. We are committed to providing high quality learning environments to our faculty and students in coordination, scheduling assignment and management of our University Classroom inventory. Our services provide support for all departments in the Provost’s responsibilities.