**P5: Level Standards**

**GENERAL ROLE**

This level is accountable for serving in an advanced senior resource capacity in an area of specialization.

Incumbents:

* Serve in a subject leader and consultative capacity within an area of specialization.
* Serve in the most advanced capacity and frequently being assigned project leadership roles within a specific administrative/programmatic function or specialty area.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.
* Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

*🡪 Context of Decisions*

* Decisions are driven by office/departmental policy and procedures.

*🡪 Job Controls*

* Free to plan and carry out all phases of work assignments.
* Has the latitude to make daily operational decisions.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Issues tend to be operational in nature.

*🡪 Course of Resolution*

* Identifies issues and gathers facts.
* Must understand the smallest details of an assigned area.

*🡪 Measure of Creativity*

* Problems are not amenable to strict technical resolution, requiring innovative thinking for resolution.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

**SCOPE AND MEASURABLE EFFECT**

* Actions regularly affect a department or a project outcome with department/office impact.
* Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
* Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Proactively identifies, develops, and effectively communicates research and analytical studies to senior administrators to facilitate finding creative solutions of medium to long-term issues.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Work under direction of a supervisor or manager. Serves a lead worker to employees who perform similar functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Identifies and develops research studies to understand the impact of emerging issues in higher education at the University of Connecticut.
* Applies exploratory and predictive analytical techniques to understand trends and patterns in enrollment management, student academic success and experiences, and auxiliary enterprises.
* Develops sensitivity analysis and scenario analysis models to understand the impact of enrollment changes on University budget and finance, space allocation, and academic competitiveness.
* Delivers final analysis to senior administration and related parties, exercising discretion in the selection of content, communication medium, and presentation.
* Serves as a resource to senior administration on institution-wide reports and analysis.
* Participates in the development of institutional research standards and protocols.
* Represents the University at conferences or meetings.
* Serves on various University committees as needed or required.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Master’s degree in related field.
* Four to five years of related experience.

**COMPETENCIES**

**Knowledge of:**

* Institutional research techniques and practices
* Programming languages
* Statistical analysis techniques and practices
* Business intelligence and reporting tools
* Microsoft Office and related software applications
* SAS, SPSS, SQL and other related statistical software

**Skill in:**

* Planning and organization
* Troubleshooting
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Work with data from multiple electronic sources
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Learn new skills and be flexible
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management