POSITION DESCRIPTION

POSITION INFORMATION

Position Title	Today's Date
Institutional Research Analyst Programmer	8/11/25
Position Classification	Appointment (9mos. / 12 mos. / Other)
Classified	12-Months
Normal Position Work Dates	FLSA
07/01-06/30 (12 months)	Non-Exempt (Overtime Eligible)
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	Analyst Programmer 1464
Department/Division	Work Location
Institutional Research	Monmouth Campus
Reports to	Position Number
IR Director	E99223
Incumbent	Reports to Position Number
	E98016

SUMMARY

Please provide brief summary of the position.

Key technical leader within the Office of Institutional Research. This role is responsible for managing the office's institutional data environment, including the analysis, design, modification, testing, installation, and maintenance of application programs, integrated systems, and database solutions. The incumbent provides expertise in Ellucian Banner and the Ellucian Operational Data Store (ODS), and serves as a database management lead to ensure data integrity, performance, and usability for institutional decision-making.

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES

JOB DUTIES (Please ensure the total of "% of Time" equals 100%)

% of Time	Duties / Responsibilities	Essential or Incidental

30%	**Database Analysis and Administration** ● Designs, implements, and maintains the structure of data tables, fields, and records for optimal data storage, access, and security. ● Works with Ellucian Banner and the Operational Data Store (ODS) to extract, integrate, and model data for analytical and strategic reporting purposes. ● Oversees and maintains Institutional Research's local and cloud-hosted data repositories, ensuring secure data handling in accordance with institutional policy and privacy/confidentiality regulations. ● Implements and monitors data quality controls and validation processes to ensure accuracy and reliability of institutional data. ● Monitors performance of data queries, troubleshoots system issues, and recommends improvements to enhance database efficiency and scalability. ● Develops and administers data use policies, procedures, and standards to ensure accurate, useful, and readily accessible data.	Essential
30%	**Systems Analysis and Development** ● Consults with users to identify and document software/system purpose, workflow issues, and output needs, determining overall functional and technical system requirements and specifications for institutional data and reporting solutions. ● Analyzes user system and application needs, evaluates alternative solutions and approaches, and selects optimal technology solutions for data management and business intelligence. ● Develops, enhances, and maintains interactive online data tools, dashboards, and business intelligence solutions using platforms such as Power BI, Cognos, or Tableau. ● Supports recurring and ad hoc external reporting (e.g., IPEDS, accreditation) by developing sustainable data pipelines and documentation.	Essential
30%	Application Programming and Maintenance ● Develops and modifies programming code to meet user specifications, optimizing programming resources. Essential Essential Essential ● Creates data element dictionaries, documents data definitions, source mappings, logic, and data governance procedures for both technical and non-technical users. ● Designs data extraction methods, protocols, and schedules, and fully documents these procedures. ● Provides, prepares, and troubleshoots data analysis for university leadership. ● Collaborates with University Computing Services, Administration and Finance, Academic Affairs, Student Affairs, and other key offices to ensure alignment between institutional systems and reporting requirements. ● Trains and mentors Institutional Research staff in SQL development, data modeling, and database management best practices.	Essential

10%	Other duties as assigned	Incidental

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at** https://fa.oregonstate.edu/classification-specifications to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	**Required**	**Preferred**	**Specific field, training or degree**
High School Diploma or equivalent (GED)	☐	☐	
Associate degree (A.S., A.A.) or two- year technical certificate	☐	☐	
Bachelor's degree	X	☐	Information Systems, Computer Science, Data Analytics, or a closely related field.
Master's degree	☐	X	Data Science, Information Systems, Higher Education, or a related discipline.
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	☐	☐	
Other (explain)	☐	☐	

EXPERIENCE			
Type of Experience	**Required Years of Experience**	**Preferred Years of Experience**	**Notes**
Progressive experience in data analytics, business intelligence, or database management in a higher education environment.	3-5 Years		A minimum of five years of progressive experience is required for advanced technical skills.
Substantial experience with Ellucian Banner and the Ellucian Operational Data Store (ODS).	NA, General Skill (i.e. Bilingual, etc.)		Demonstrated ability to extract, integrate, and model data from these systems.
Expertise in SQL programming and experience with enterprise RDBMS (e.g., Oracle, SQL Server, or PostgreSQL).	NA, General Skill (i.e. Bilingual, etc.)		Demonstrated ability to write efficient and complex SQL queries.
Strong knowledge of	NA, General Skill (i.e.		Preferred

business intelligence (BI) tools such as Cognos, Power BI, or Tableau.	Bilingual, etc.)		experience utilizing Cognos Framework Manager or Power BI Dataflows
Proven experience in data warehouse modeling, database design, and ETL processes.	NA, General Skill (i.e. Bilingual, etc.)		Demonstrated ability to design and implement robust data solutions.
Demonstrated ability to manage secure databases and uphold institutional data privacy standards.	NA, General Skill (i.e. Bilingual, etc.)		Knowledge of relevant data privacy regulations (e.g., FERPA).
Knowledge of higher education compliance and reporting frameworks (e.g., IPEDS, accreditation).		NA, General Skill (i.e. Bilingual, etc.)	Demonstrated ability to translate reporting requirements into data solutions is a plus.
Familiarity with cloud-based data platforms or integration with data lakes.		NA, General Skill (i.e. Bilingual, etc.)	Experience with cloud environments like AWS, Azure, or GCP is a plus.
Experience supporting data governance and stewardship practices.		NA, General Skill (i.e. Bilingual, etc.)	Understanding of data lifecycle management and quality.

SOFT SKILLS

Soft Skill	Required	Preferred	Notes
Developed analytical skills	X	☐	Ability to diagnose complex data issues and derive insights.
Effective communication skills	X	☐	Ability to communicate complex technical information clearly to technical and non-technical stakeholders.
Developed documentation skills	X	☐	Ability to create comprehensive technical and user documentation.
	☐	☐	
	☐	☐	
	☐	☐	

CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
XNone			
Driver's license	☐	☐	
Eligibility for Professional license, registration or certification	☐	☐	

Professional license	☐	☐	
Registration	☐	☐	
Certification	☐	☐	

SUPERVISION

Check the box next to each supervision level utilized by this position.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	☐
Level 2	**Lead Capacity:** Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	X
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	☐
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	☐
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	☐
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	☐

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	☐

If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](.).

Scope of Decisions Made:	Choose an item.
Impact of Decision Made:	Choose an item.
Autonomy and Discretion:	Choose an item.
Fiscal Authority:	Choose an item.
Fiscal Responsibilities:	Choose an item.
Operating Budget ($):	$
Grant Funding ($):	$
Number of Grants:	
Foundation Funding ($):	$
Number of Foundation Funds:	
Agency (WOU) Funding ($):	$

WORKING CONDITIONS

Typical Work Functions* (check all that apply)	☐ Balancing	☐ Carrying
	☐ Climbing	☐ Crawling
	☐ Crouching/ Stooping	☐ Driving
	☐ Feeling/Handling	X Keyboarding/Computer Use
	☐ Personal Protective Equipment	☐ Pulling/Pushing
	☐ Reaching	☐ Regular interaction with customers
	X Repetitive movement	☐ Sitting
	☐ Speaking	X Specific Work Schedule
	☐ Squatting	☐ Standing
	☐ Telephone Use	☐ Twisting/Bending
	☐ Walking/Running	☐ Writing

Typical Working Environment and Hazards* (check all that apply)	X Normal office environment	☐ Animals/Wildlife
	☐ Chemicals	☐ Confined Spaces
	☐ Darkness/Poor Lighting	☐ Dust/Fumes
	☐ Electrical Hazards	☐ Explosives
	☐ Fire Hazards	☐ Heights

☐ Human-Source Material (e.g., blood)	☐ Indoor Temp Extremes (Heat/Cold)
☐ Moving machinery/Heavy Equipment	☐ Near-Continuous Use of Video Display
☐ Noise	☐ Pathogens
☐ Potential Combative Work Environment	☐ Radiation
☐ Traffic	☐ Vibration
☐ Weather Extremes	

Lifting Demands*	Choose an item.
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Choose an item.
Work Schedule (if not typical or specified)	

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

Received by:	Date

Position Class #:		Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title		NOC Code	Category Code	SOC Code
Actions Taken				
☐ NBAPBUD/NBAPOSN ☐ NBAJOBS ☐ PEAFACT ☐ Electronically Filed				
NOTES:				