POSITION PROFILE

DATA AND STRATEGY ASSOCIATE
FROM OUR VICE PRESIDENT

Hello.

We are glad you’re interested in the position of Data and Strategy Associate in the Office of Strategy, Planning, and Analysis (OSPA) at Washington State University (WSU). We have three openings for this position, and are excited to share this opportunity for you to contribute to WSU’s data-informed mission.

In this role, you will play a vital part in discovering patterns, extracting actionable insights, and transforming raw information into knowledge that will shape WSU’s future direction. As an integral member of our team, you will actively engage with faculty, staff, and administrators, serving as a key influencer in guiding decisions, shaping strategies, and driving positive change.

We believe that being a great colleague is just as important as possessing exceptional skillsets. We value individuals who embody collaboration, adaptability, and intellectual curiosity. At OSPA, we foster a culture of continuous learning, offering a range of professional development opportunities, including conferences, workshops, and cross-departmental initiatives, to support your well-rounded growth.

If you have a genuine passion for making a difference in higher education and thrive in a collaborative environment, we eagerly await your application. Join us in leveraging the power of data to advance WSU and the communities we serve.

Thank you for considering this exciting opportunity, and we look forward to the possibility of welcoming you to WSU.

Go Cougs!

CHRISTINE HOYT
VICE PRESIDENT FOR STRATEGY, PLANNING, AND ANALYSIS
The Office of Strategy, Planning, and Analysis (OSPA) brings clarity and focus to strategy and planning at WSU. There are several ways in which we support the WSU System:

### System Strategic Planning
Our vision is for the system strategic plan to be alive and relevant for the entire WSU community. We facilitate strategic planning on a system level.

### Data-Informed Decision-Making
To help WSU truly operate as a data-informed institution, we are a vital source of internal and external data analysis and insights, including stakeholder needs, for planning and decision making.

### Accuracy and Actionability of Data
We make every effort to assure the accuracy and actionability of the data analyzed and distributed following the University Data Policies. We respect and guard individual privacy while supporting the needs and requirements of our constituents.

### Alignment in System Planning
We are working to improve system plan implementation in all its forms. Bringing alignment to major planning processes at WOU will help us more effectively reach our system goals and mission.

### OUR ENVISIONED FUTURE
WSU will operate as a data-informed institution, and OSPA will be at the center.

The system strategic plan will be alive and relevant for the entire WSU community.

OSPA will serve as a conduit, breaking down siloed thinking and acting.

WSU will benefit from a deep and robust culture of planning and informed decision making led by OSPA.

WSU will be empowered with access to tools, guidance, and information for strategic planning, decision-making, and innovation.

OSPA will be recognized as a leader in fostering a culture of evidence.

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OSPA will be recognized as a leader in fostering a culture of evidence.
The Data and Strategy Associate performs the following responsibilities:

- Conducts advanced analytics to transform complex datasets into insights for institution decision-making, strategy formulation, benchmarking, and policy development. This includes using mathematical and statistical techniques, developing predictive models to forecast future outcomes, synthesizing data, and/or creating visualizations.
- Manages institutional research projects from start to finish, including scoping and defining projects, prioritizing key questions and data sources, developing data collection and analysis plans, and communicating and discussing results and recommendations to institutional leaders and stakeholders.
- Works across data domains and in collaboration with other key staff to help generate reports in a variety of areas, such as research, financial aid, enrollment, student success, and faculty and staff demographics. May also help to generate reports to meet external reporting requirements from governmental agencies, accrediting bodies, and other stakeholders.

**REQUIRED QUALIFICATIONS:**
- Positions require a bachelor’s degree in a relevant field AND five (5) years of progressively responsible experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.
- Demonstrated experience with the following:
  - Collecting, analyzing, and/or synthesizing data for actionable insights.
  - Creating, developing, maintaining, and/or using institutional data systems and relational databases or information management systems.
  - Data management and visualization techniques, and/or statistical analysis and predictive modeling.

**PREFERRED QUALIFICATIONS:**
- A master’s or doctoral degree.
- Working knowledge of statistical, query based, or data management software (e.g. SQL, SAS, R, Python, Tableau, Oracle OAC).
- Experience in planning, organizing, and managing large complex research projects, including managing multiple projects simultaneously and adhering to deadlines.
- Experience working within an Institutional Research, Institutional Effectiveness, or another analytical unit in higher education.
- Ability to work independently as well as in a team environment, able to establish and maintain cooperative relationships, strong communication skills.
- An appreciation and respect for a diverse workplace and willingness to engage in actions to enhance the diversity at WSU.
- Demonstrated interpersonal, written, and oral communication skills.
- Ability and willingness to share ideas, be open to the ideas of others, and work towards organizational goals and interests.

**ADDITIONAL POSITION DETAILS**

**Position Type:**
- Permanent, FTE 100%, Administrative Professional

**Position Term:**
- 12 month

**Monthly Salary:**
- $5,486 - $7,500

In accordance with RCW 49.58.110, the above salary reflects the full salary range for this position. Individual placement within the range is based on the candidate’s current experience, education, skills, and abilities related to the position. Successful candidates typically begin up to mid-point of the salary range. For additional information, please review WSU’s Administrative Professional Compensation. WSU offers a comprehensive benefits package which includes paid sick and vacation leave; paid holidays; medical, dental, life and disability insurance package for employees and dependents; retirement; deferred compensation and optional supplemental retirement accounts. For additional information, please review the Summary of Benefits offered by WSU for AP staff and Total Compensation.

**APPLICATION INSTRUCTIONS**

Candidates should submit their application through the official job posting on the WSU HRS website: [https://hrs.wsu.edu/jobs/](https://hrs.wsu.edu/jobs/)

**Required Documents**

Applicants must upload the following documents to their online application:
- Cover Letter
- Resume or CV

**Application Review**

Screening will begin Wednesday, January 3, 2024, and will remain ongoing until the vacancy has been filled. A presentation will be required of finalists during the interview process.

**Analysis and Strategy Development, Essential (40%)**

- Collaborates with institutional decision makers (such as unit leaders, administrators, Board of Regents), stakeholders, and external state officials to assess and understand data and information needs.
- Articulates pros and cons of different scenarios and explains assumptions used and any limitations of the data. Offers expert advice and makes recommendations to help leaders and others make informed decisions to help drive WSU’s strategic direction and achievement of overall goals and objectives.
- Conducts and oversees research and/or high-level analytic activities to support institutional and unit-level information needs.

**Data Management and Governance, Policy Development, Essential (25%)**

- Advocates for, assists with, and makes recommendations about appropriate data governance and data model decisions and policies to improve the usefulness and trustworthiness of institutional data.
- Advises policy makers on the actual or potential impact of procedures and policies, and how policies or policy changes would support institutional effectiveness and mitigate institutional liabilities.
- Collaborates and advises on the selection and implementation of institutional data management systems and tools that facilitate data storage, extraction, transfer, and retrieval.

**Committee Assignments, Essential (10%)**

- Serves on internal and external committees and task forces and provides expertise and advice by posing relevant questions to assist in determining desired outcomes, identify the most suitable information necessary to achieve them, and facilitates the interpretation of results by offering insights and suggestions.

**Research, Professional Development, Environmental Scanning, Essential (10%)**

- Stays current on literature in relevant fields, including but not limited to data management, analytics, statistics, machine learning/AI, data governance, and education policy and trends as relevant for the position.
- Attends trainings, workshops, and/or conferences as mutually determined with unit leadership to advance individual and institutional goals and objectives.

**Project Management, Essential (10%)**

- Assumes responsibility for project management and retention of all project materials, including in the system, campus, college and unit level assessment, accreditation, reporting, planning, and strategic decision making.
- May require supervising other staff or graduate assistants or direct and coordinate others’ efforts on projects.

**Other, Non-Essential (5%)**

- Other duties as assigned.

**APPLICATION DEADLINE**

Screening will begin Wednesday, January 3, 2024, and will remain ongoing until the vacancy has been filled. A presentation will be required of finalists during the interview process.
Take the next step of your career with WSU.

Washington State University is a public land-grant research university dedicated to improving lives by serving the public good. For more than 130 years, we have strived to unlock possibilities by empowering students, faculty, and others to create a world where all people can thrive.

Washington State University (WSU) offers a dynamic and inclusive community where you can thrive both personally and professionally. As a WSU employee, you will have access to world-class facilities, cutting-edge technology, and a supportive network of colleagues and mentors dedicated to helping you achieve your goals. Whether you’re interested in teaching, research, or administrative work, WSU provides numerous opportunities for growth and advancement in a vibrant and welcoming environment.

WSU FAST FACTS

System Enrollment

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<thead>
<tr>
<th></th>
<th>Fall 2022</th>
<th>Spring 2023</th>
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</thead>
<tbody>
<tr>
<td>Students</td>
<td>27,539</td>
<td>25,465</td>
</tr>
<tr>
<td>Undergrad</td>
<td>22,612</td>
<td>20,689</td>
</tr>
<tr>
<td>Professional</td>
<td>1,150</td>
<td>1,132</td>
</tr>
<tr>
<td>Graduate/MBA</td>
<td>3,777</td>
<td>3,644</td>
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</tbody>
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Enrollment by Campus: Fall 2022

<table>
<thead>
<tr>
<th>Campus</th>
<th>Faculty</th>
<th>AP/Coaches</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pullman</td>
<td>17,827</td>
<td>1,424</td>
<td>19,251</td>
</tr>
<tr>
<td>Spokane</td>
<td>2,833</td>
<td>140</td>
<td>3,973</td>
</tr>
<tr>
<td>Tri-Cities</td>
<td>1,430</td>
<td></td>
<td>1,430</td>
</tr>
<tr>
<td>Vancouver</td>
<td>2,833</td>
<td>186</td>
<td>3,019</td>
</tr>
<tr>
<td>Everett</td>
<td>86</td>
<td></td>
<td>86</td>
</tr>
<tr>
<td>Global ***</td>
<td>3,839</td>
<td></td>
<td>3,839</td>
</tr>
</tbody>
</table>

Degrees Conferred: FY 2022

<table>
<thead>
<tr>
<th>Degree Type</th>
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<th>Master</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Undergrad</td>
<td>6,178</td>
<td>1,152</td>
<td>7,329</td>
</tr>
<tr>
<td>Master</td>
<td>330</td>
<td>346</td>
<td>676</td>
</tr>
</tbody>
</table>

**Employee FTE** by Campus: Fall 2022

<table>
<thead>
<tr>
<th>Campus</th>
<th>Faculty</th>
<th>AP/Coaches</th>
<th>Classified</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pullman</td>
<td>17,827</td>
<td>1,424</td>
<td>3,777</td>
<td>23,035</td>
</tr>
<tr>
<td>Spokane</td>
<td>275.1</td>
<td>213.6</td>
<td>739.2</td>
<td>668.9</td>
</tr>
<tr>
<td>Tri-Cities</td>
<td>97.0</td>
<td>107.1</td>
<td>1,430</td>
<td>1,627.1</td>
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<tr>
<td>Vancouver</td>
<td>198.0</td>
<td>85.8</td>
<td>85.8</td>
<td>370.6</td>
</tr>
<tr>
<td>Everett</td>
<td>8.0</td>
<td>8.5</td>
<td>8.5</td>
<td>15.0</td>
</tr>
<tr>
<td>Global ***</td>
<td></td>
<td></td>
<td>3,839</td>
<td>3,839</td>
</tr>
</tbody>
</table>

*Includes FTE for monthly appointments only **AP - administrative professional employees ***Administrative faculty and faculty teaching for Global Campus are reported in Pullman.

MORE INFORMATION

Additional metrics and reports can be found on the Institutional Research website.
Welcome to a thriving community on the Palouse

Remember the iconic Windows background? That's what our backyard looks like.

WSU Pullman is located in the heart of the Palouse, a hidden gem in Washington and Idaho with one of the most unique landscapes in the northwest.

Many communities make up the area which WSU's flagship campus calls home. Pullman, WA, and Moscow, ID are just minutes apart and offer a vibrant atmosphere with a range of cultural events, and a rich history. Surrounding communities such as Colfax, Palouse, Genesee, Uniontown, and Potlatch provide small-town living opportunities while bringing energy and vitality to the area.

Outdoor enthusiasts can enjoy hiking, biking, skiing, and other recreational activities in the nearby mountains and forests.

Fun facts about the area

- Pullman is home to the largest Lentil Festival in the world, which is held every August and celebrates the city’s agricultural heritage and the humble lentil.
- The WSU Creamery, located on the university campus, is famous for producing a variety of award-winning cheeses, ice cream, and other dairy products that are sold both locally and online.
- Pullman is located near the Idaho border, and Moscow, Idaho (home of the University of Idaho) is only a short drive away, making it easy to explore two different college towns in one day.
- Pullman's name is derived from the name of its founder, George Pullman, who was a railroad car manufacturer and industrialist.
- Pullman is located in Whitman County, which is the largest wheat-producing county in the United States.
- The city is home to the Palouse Discovery Science Center, a hands-on museum for children and families that features interactive exhibits and educational programs.
- The cities of Pullman and Moscow boast a lively and dynamic arts and cultural scene, with numerous galleries, theaters, and music venues showcasing local and regional talent.
- Pullman and Moscow are known for their local restaurants and breweries, which serve up a variety of delicious cuisine and craft beers made with locally sourced ingredients.
- The Steptoe and Kamiak buttes are well known destinations for their scenic views and hikes. Steptoe is the most popular photography destination on Palouse, rising 1,000+ feet above the air.

Additional information can be found on the Visit Pullman website.
WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veteran, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521 (v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or hrs@wsu.edu.

ADDITIONAL INFORMATION

➤ Office of Strategy, Planning, and Analysis
https://strategy.wsu.edu

➤ WSU Strategic Plan
https://strategicplan.wsu.edu

➤ About Washington State University
https://wsu.edu/about/

➤ WSU Benefits
https://hrs.wsu.edu/employees/benefits/