

The University of Texas at San Antonio

Job Description

Job Title: Senior Financial Planning Analyst, Institutional Research
Code: 19128
Salary Grade: 64
FLSA Status: Exempt
Department/Division: Academic Affairs, Provost
Reports To: Asst. Vice Provost, Institutional Research

Summary

Function: To provide support of institutional and unit program planning and policy making through the design, management and execution of institutional research projects, analysis and reporting.

Scope: Applies an advanced knowledge of research methodology in conducting difficult and complex institutional research studies.

Duties

Typical:

1. Oversee the design, execution, analysis and evaluation of research and reporting projects.
2. Design research studies (including project scope, methodology, data sources, and analytical strategy) related to such matters as curricula, enrollment, retention, matriculation, staffing patterns, program review, student and faculty characteristics, and other related studies.
3. Select, adapt, and apply appropriate research and statistical techniques to specific areas of study.
4. Determines data requirements, data sources and data collection methods.
5. Plan, coordinate, and complete publication of internal and external and statistical reports and surveys.
6. Write technical reports to provide information, interpretation, and recommendations on research projects.
7. Communicate complex research methodology and results in written and oral format in formal and informal presentations.
8. Distributes and catalogs electronic copies of annual statistical reports.
9. Perform other duties as assigned.

Education

Required	Preferred
Bachelor’s degree in either of the following fields: applied statistics, social science research, accounting, economics, finance, information science, or other research-oriented specialization from an accredited institution.	Master’s Degree from an accredited institution.

Other Requirements

Required	Preferred
Experience in financial analysis.	Mapping of business rules and functions onto data needs, and developing requirements and specifications to generate timely actionable information from data available on various internal and external platforms, particularly linking financial and academic information, to enable decision making and actions by the Provost and other Academic Affairs leadership.
Proficient with Statistical Software such as SPSS, SAS, STATA, or R, SQL and Business Intelligence Tools.	
Experience with PeopleSoft or other ERP applications.	
Experience in data analysis and visualization to draw business-relevant conclusions.	
Experience compiling statistical data and preparing a report.	
Experience in recommending actions through analysis and studying proposed changes in policy and processes.	
Experience in budgeting, long-term strategic planning, and resource allocation processes.	
Successful completion of a Criminal Background Check (CBC).	

Experience

Required	Preferred
Six years of experience in institutional planning, budget analysis, financial assessment and/or forecasting experience.	Similar experience in higher education.

Equipment

Required	Possible
Personal computer with Microsoft Office Suite.	

Working Conditions

Usual	Special
Normal working conditions. Ability to work under strict time constraints.	Overtime hours occasionally required to meet deadlines.

Supervision

Received	Given
General instruction and supervision from assigned supervisor.	None.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
