

**Assistant Provost and Director
Division of Management Information
Search #A1200226**

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Applications are invited for the position of Assistant Provost and Director of the Division of Management Information. The Assistant Provost/Director reports to the Vice Provost for Budgets and Resource Planning and is a key member of the campus management team, providing ethical stewardship of campus data resources, and ensuring that administrators have trustworthy information on a timely basis. The Division of Management information is critical to the campus strategic planning process as well as to campus functions such as the annual production of the Campus Profile, activity reporting, conflict of interest reporting, course information collection and reporting, and support for international student/staff compliance and reporting. This position is a 100% full-time, benefits-eligible Academic Professional position.

DUTIES AND RESPONSIBILITIES:

- To design and execute recurring management reports and statistical studies that will aid in the continuing policy development of the campus, and will enhance the efficiency of the campus' operating units.
- To work closely with the Office of Budgets and Resource Analysis to support the effective and efficient use of campus resources.
- To consult with and assist administrative officers at all campus levels concerning special management problems of their units which might be solved by using administrative data.
- To oversee the data collection and storage for several databases used for internal management functions and for external reporting to ensure compliance with federal and state laws and regulations.
- To develop a broad understanding of the administrative data systems used by the University and the techniques and best practices for accessing and summarizing the data in appropriate ways.
- To oversee the development of web applications and underlying databases to provide accurate, relevant and timely data to the campus and the public.
- To serve or consult with university and campus committees where a management information perspective is needed.
- To represent the Division of Management Information and the campus at state and local meetings of institutional researchers.
- To manage the personnel, inventory, and budget assigned to the Division of Management Information and to ensure that all University rules are followed within the Division.
- To monitor, understand, and comply with federal and state regulations that relate to data privacy and reporting requirements.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- A master's degree in statistics, educational psychology, or related discipline.
- At least five years of relevant experience or a Ph.D. in an analytical field.
- At least three years of management experience, preferably in higher education.
- Strong statistical, quantitative, and analytical skills.
- Excellent oral and written communication skills, including the ability to explain complex technical concepts to nontechnical persons.
- Mastery of Excel, Word, PowerPoint, SQL, and at least one structured programming language.

- A service-oriented and collaborative attitude.

PREFERRED QUALIFICATIONS:

- Ph.D. in an analytical field.
- Experience in management information at a large, research-intensive, public university.

APPLICATION:

To ensure full consideration application materials must be received by **May 18, 2012**. Start date is on or about July 1, 2012. Salary is commensurate with experience. All candidates must create a candidate profile through <https://jobs.illinois.edu> and upload a letter of interest, resume or curriculum vitae, and provide the names, addresses and telephone numbers of three professional references. For further information regarding application procedures, contact Jennifer Steiling at 217-244-9010.

Illinois is an Affirmative Action /Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu)