

## Data and Analytics Specialist University of Nevada, Reno

Direct Link: <https://www.AcademicKeys.com/r?job=234950>

Downloaded On: Jul. 27, 2024 2:47am

Posted Apr. 22, 2024, set to expire Aug. 16, 2024

<b>Job Title</b>	Data and Analytics Specialist
<b>Department</b>	Office of Enterprise and Innovation
<b>Institution</b>	University of Nevada, Reno Reno, Nevada
<b>Date Posted</b>	Apr. 22, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Technology & Information Management Quantitative Analysis
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5192458">https://apptrkr.com/5192458</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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### Data and Analytics Specialist

R0141912

University of Nevada, Reno - Main Campus

The University of Nevada, Reno (UNR) appreciates your interest in employment at our growing institution. We want your application process to go smoothly and quickly. Final applications must be submitted prior to the close of the recruitment.

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If you need assistance or have questions regarding the application process, please contact our recruitment helpline at (775) 784-1495 or [jobs@unr.edu](mailto:jobs@unr.edu). For UNR Med professional job postings, please contact the Office of Professional Recruitment at (775) 784-6778.

### Job Description

The University of Nevada, Reno is recruiting a Data and Analytics Specialist to join the Office of Enterprise and Innovation. The Specialist will be responsible for managing and analyzing a complex database related to intellectual property and agreement matters at the university. The position will report to the Assistant Vice President, Enterprise and Innovation.

The Data and Analytics Specialist is responsible for designing, troubleshooting, and maintaining the IP/Agreement database. The Specialist will perform data retrieval and develop solutions for informed decision-making across the campus as it relates to intellectual property, technology transfer, agreements management, invoicing and revenue distribution. The Specialist will employ best practices to ensure data integrity, data security, and compliance with the University IT policy. The Specialist will also perform periodic data audit, data validation, and data cleanup to ensure data integrity and improve operation efficiency and effectiveness. The Specialist will set guidelines and write query algorithms for data retrieval for reporting, compliance and analytics purposes; and for effective data-driven communication to internal and external constituents.

The Specialist will oversee access permissions to the database single sign-on with database support team and the University Office of Information Technology (OIT), work with stakeholders to create reports, models, dashboards, and develop dynamic invoicing systems related to agreement management.

### Required Qualifications

Bachelor's Degree and two (2) years of related work experience **OR**

Master's Degree and one (1) year of related work experience.

### Related Experience:

Experience working with business intelligence solutions, data governance or data management practices.

### Compensation Grade

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### Administrative Faculty - B

To view the salary schedule for this position, please visit: [Salary Schedules](#) and select Administrative Faculty by Grade. Salary is competitive and commensurate with related education and experience.

### Remarkable Retirement!

Our retirement plan is beyond compare. Your 17.50% contribution is generously matched by the University. With the faculty retirement plan, you are 100% vested your first day. Sit back and watch your retirement dollars grow! All permanent employees on an annual "A" or "B" contract who are employed at least 50% full-time are eligible to participate in the NSHE retirement program unless they are members of PERS of Nevada.

### Perks of Working at UNR!

- Health insurance options including dental and vision - [Health Insurance](#)
- Generous annual and sick leave, life insurance - [Faculty Benefits](#)
- E. L. Wiegand Fitness Center offers annual or semester memberships and spouse/domestic partner membership options. [E.L. Wiegand Fitness Center](#)
- Reno is proud to be a University town! Many local businesses offer discounts to WolfCard holders.
- [Mountain EAP](#) supports employees (and eligible dependents) through life's difficult moments. Mountain EAP is located in Reno and specializes in counseling and advising services for personal or interpersonal issues.
- Several Diversity Committees and Affinity Groups focusing on campus-wide diversity initiatives to ensure we are working to create a diverse and welcoming campus climate. [Diversity Groups](#)
- Faculty Senate is the principal representing body for faculty. Its membership includes representatives from each academic and administrative major unit of the University. [Faculty Senate](#)
- No state income tax!

### Grants-in-Aid for Faculty Employees

The University is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits but, in order to be eligible, children must be unmarried and under the age of 24 and must

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receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner. [Faculty Grants-in-Aid](#)

### **Faculty Dual Career Assistance Program**

The University of Nevada, Reno recognizes the importance of addressing dual-career couples' professional needs. We offer a dual career assistance program to newly hired faculty spouses/partners that provides resources and assists them to identify career opportunities in Northern Nevada.

[Dual Career Assistance Program](#)

### **Department Information**

Enterprise & Innovation exists to support and facilitate economic growth and development in northern Nevada. Through the Innevation Center, Nevada Center for Applied Research, Nevada Industry Excellence, and Enterprise and Commercialization teams, we promote research, discovery, innovation, and entrepreneurial activities at the University. Our teams expedite the movement of university innovations to the private sector to benefit society and maximize the impact of university research. In addition,

Enterprise & Innovation is responsible for processing agreements such as non-disclosure agreements and Material Transfer agreements through a streamlined process for initiating agreement contracts. For more information, please visit Research & Innovation webpage - <https://www.unr.edu/enterprise>

### **Contact Information**

Search Coordinator - Dylan Fuson, [dfuson@unr.edu](mailto:dfuson@unr.edu)

### **Exempt**

Yes

### **Full-Time Equivalent**

100.0%

### **Required Attachment(s)**

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you

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after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact the candidate helpdesk at [jobs@unr.edu](mailto:jobs@unr.edu).

**Please attach the following documents to your application:**

- 1) Resume/CV
- 2) Cover Letter
- 3) Contact Information for Three Professional References
- 4) Please write a brief statement (one page maximum) about how you would contribute toward our mission of creating a culturally inclusive environment in the role for which you are applying.

**Posting Close Time**

This posting will close at 12:00 am on the date listed below. The posting will no longer be available to apply to after 11:59 pm the day prior.

**Posting Close Date**

05/1/2024

**Note to Applicant**

A background check will be conducted on the candidate(s) selected for hire.

HR will attempt to verify academic credentials upon receipt of hiring documents. If the academic credentials cannot be verified, HR will notify the faculty member that an official transcript of their highest degree must be submitted within thirty days of the faculty member's first day of employment.

References will be contacted at the appropriate phase of the recruitment process.

Applicants hired on a federal contract may be subject to E-Verify.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

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For positions that require driving, evidence of a valid driver's license will be required at the time of employment and as a condition of continued employment.

Schedules are subject to change based on organizational needs.

The University of Nevada, Reno is committed to providing a place of work and learning free of discrimination on the basis of a person's age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes).

### **About Us**

The University of Nevada, Reno is a leading American public research university committed to the promise of a future powered by knowledge. Founded in 1874 as Nevada's original land-grant university, the University serves 21,000 undergraduate and graduate students from all 50 states and 63 countries.

Classified by the Carnegie Classification of Institutions of Higher Education as an R1 ("Very High Research") university, it is also recognized in the Carnegie Community Engagement classification. The University is also ranked by U.S. News & World Report among the "Best National Universities" and "Best National Public Universities." It also ranks in the top tier of the WSJ/Times Higher Education World University Rankings and the New York Times' "Top Colleges for Economic Diversity."

Since 2009, nearly \$1 billion has been invested in advanced labs, facilities, and residence halls on the main campus. The University is home to Nevada's first medical school - the University of Nevada, Reno School of Medicine - and it delivers on its original land-grant mission with outreach across the state through the University of Nevada, Reno Extension, Nevada Agricultural Experiment Station, Nevada Bureau of Mines and Geology, Nevada Small Business Development Center, the Nevada Seismological Laboratory, and Wolf Pack Athletics.

The main campus is in Reno, Nevada, a burgeoning global technology hub with a vibrant midtown and downtown. Found where the high desert of the Great Basin meets the High Sierra and Lake Tahoe, the beautiful, 290-acre main campus is also a Nevada State Arboretum. In recent years, the University has expanded to include two additional locations: the Redfield Campus in south Reno and the Wayne L. Prim campus in Incline Village, which is the home of the University of Nevada, Reno at Lake Tahoe.

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As part of the Nevada System of Higher Education - comprised of two research universities, one state college, four community colleges and an environmental research institute - the University is committed to developing strong partnerships with each of these institutions for the benefit of all Nevadans.

Through its commitment to high-impact education, world-improving research and creative activity, and outreach that's transforming Nevada's communities and businesses, the University continues its nearly 150-year tradition of benefitting our state, nation and world.

The University recognizes that diversity promotes excellence in education and research. The inclusive and engaged community on campus recognizes the added value that students, faculty, and staff from different backgrounds bring to the educational experience.

Today, the University delivers on its original land-grant mission of access to education and knowledge by investing in the academics, facilities, support, engagement and vibrant campus life that promote our diverse students' cognitive growth and academic achievement - all while remaining one of the best values in American higher education.

For more information, please visit the [University's website](#).

### University of Nevada, Reno

**To apply, visit [https://nshe.wd1.myworkdayjobs.com/en-US/UNR-external/job/University-of-Nevada-Reno---Main-Campus/Data-and-Analytics-Specialist\\_R0141912](https://nshe.wd1.myworkdayjobs.com/en-US/UNR-external/job/University-of-Nevada-Reno---Main-Campus/Data-and-Analytics-Specialist_R0141912)**

*Founded in 1874, the University of Nevada, Reno is the State of Nevada's land grant institution with a statewide mission and presence. The University of Nevada, Reno is a Carnegie I Research Institution and has been recognized as a "Top Tier" Best National University by U.S. News & World Report. With an enrollment of nearly 21,000 students we offer 145 Tier 1 accredited degree programs. Located in the picturesque Truckee Meadows the University of Nevada, Reno is surrounded by numerous state and national parks, is 45 minutes from beautiful Lake Tahoe, and four hours from San Francisco.*

*The University of Nevada, Reno recognizes that diversity promotes excellence in education and research. We are an inclusive and engaged community and recognize the added value that students, faculty, and staff from different backgrounds bring to the educational experience.*

*The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic*

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*information, national origin, race, or religion.*

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Office of Enterprise and Innovation  
University of Nevada, Reno

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