

Postdoctoral Associate, Institutional Analysis  
University at Buffalo, The State University of New York

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Posted May 10, 2024, set to expire Sep. 9, 2024

<b>Job Title</b>	Postdoctoral Associate, Institutional Analysis
<b>Department</b>	Institutional Analysis
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	May 10, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Post-Doc
<b>Academic Field(s)</b>	Business - General
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/50060">https://www.ubjobs.buffalo.edu/postings/50060</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

A **postdoctoral associate** position is available in the [Office of Institutional Analysis](#) at the University at Buffalo (UB). As a Postdoctoral Associate, you will collaborate with personnel both inside and outside the Office of Institutional Analysis (OIA) to support the assessment, analysis and reporting of complex institutional behavior as well as the capture, storage and delivery of accurate, comprehensive, and trusted information products.

### Key accountabilities and responsibilities:

1. Collaborate with OIA professional staff to architect custom information solutions in support of multiple institutional research efforts.

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2. Assist with the development and delivery of statistical and analytic research summarizations.
3. Provide support for OIA survey creation, revision, maintenance, execution, analysis and summarization activities.
4. Develop metadata regarding data sources, transformations and processes associated with information used by the OIA.

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We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Office of Institutional Analysis serves a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department, and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

### **Institutional Analysis:**

The Office of Institutional Analysis has the primary institutional responsibility for the collection and analysis of quantitative and qualitative information on the institution, its students, its faculty, its programs, its publics, its practices and its services. The office provides analytic support for the planning, evaluation and policy initiatives of the provost and senior leadership and acts as the institution's reporting agent. For further information, please visit us at:

<https://www.buffalo.edu/provost/oia.html>

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

The University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

- The candidate is expected to have received a Ph.D. from an accredited institution prior to the start date in either business, economics, educational administration, or higher education.

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- Exceptional interpersonal communication skills (both written and oral) with a highly developed sense of tact and diplomacy exhibiting understanding, appreciation, and respect for all individuals in a diverse constituency.
- Strong working knowledge of MS office applications required including Word, Excel, PowerPoint and Access.
- Superior organizational skills coupled with a high attention to detail and the ability to creatively display accurate information in all areas of responsibility.
- Ability to effectively work with rapidly changing specifications in a deadline-driven environment.
- Possess and display a high-level of customer service to all constituents.

**Preferred Qualifications**

- Strong working knowledge of Tableau data visualization, SPSS statistical, and Qualtrics survey software.
- Quantitative data analysis and visualization experience.
- Previous central office or academic unit experience manipulating university data, assisting with the development of actionable policy, or assessing institutional analysis.

**Contact Information**

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

**Contact**