
Senior Equity Analytics Strategist

Title	Senior Equity Analytics Strategist
Area	Elson S. Floyd College of Medicine
Hiring Unit	Office of Diversity, Health Justice and Belonging
Work Location	Spokane, WA
Summary of Duties	<p>The Senior Equity Analytics Strategist for <i>Diversity, Equity, Health Justice and Belonging</i> will be an integral member of the College in supporting the strategic diversity action plan, policies, and units/departments/offices towards informing the development of practices, allocation of resources, accountability, infrastructure, incentives, and resources towards systems building a more inclusive and equitable organization to better partner with and serve Washington State.</p> <p>The Senior Equity Analytics Strategist focuses on encouraging organizational inclusion and development within the Elson S. Floyd College of Medicine through reports, research, services, and data visualization that strengthen leadership recruitment, retention, and culture and climate assessment at the institutional level and beyond.</p> <p>The position will hold responsibility to design, develop and implement equity minded solutions which will guide organizational planning; evaluate processes to identify areas for improvement; and analyze, interpret and communicate data using a variety of data aggregation, statistical analysis and data mining techniques.</p> <p>The Senior Equity Analytics Strategist will communicate insights and plans to cross-functional team members, provide analysis of business data to executive leadership for the use of evaluating operational performance and to guide business planning and administrative decisions.</p>

Job Duties

Database Development, Tracking and Reporting - 45%

- Create and enhance database systems for tracking metrics outlined in the College Strategic Diversity Action Plan, policies, and efforts using specialized knowledge of Excel, Access, and other data sources both internal and external.
- Integrate data from other systems by developing merge processes. Lead Diversity, Health Justice, and Belonging staff in database usage.
- Perform complex database development and maintenance.
- Trains and supports the Assistant Dean for Health Equity and Inclusion, Office for Diversity, Health Justice, and Belonging teams, college-wide committees, and other stakeholders with reviewing and interpreting data from the database.
- Develops and normalizes a schedule of data collection across all stakeholders and helps others understand how to utilize data and findings to advance diversity, inclusion, equity, health justice, and belonging goals.
- Compile retention and exit data based on demographics with emphasis on historically underrepresented groups.
- Mine, collate and provide data in support of affirmative action and equal opportunity reporting.
- Resolve data discrepancies and advise on data collection efforts.
- Cross-check data and make corrections as required to maintain integrity of reports. Provide audit reports to others for correction in WSU systems.
- Suggest updates to data models to better align with University reporting needs.
- Curate reports and dashboards, ensuring data products uphold appropriate levels of confidentiality and privacy commensurate with data set.
- Promote and ensure consistency of data and definitions across multiple data domains and reporting contexts within the University.
- Audit, understand, interpret and modify reports provided by other departments for comparison to in-house management reports.
- Develops detailed reports, data, analytics, and actionable Diversity, Health Justice, and Belonging insights relating to planning and performance improvement efforts.
- Develop professional presentations that influence senior leadership decision making.
- Willingly adapts to organizational change and models commitment to professional development and continuous improvement.
- Ensure compliance with university data policies and procedures

Collaboration, Data Visualization and Communication - 30%

- Manage, maintain and access personnel database for demographic data, visualization, reporting, and analysis.
- Design and develop dashboards for the College community to support data-informed decisions across campuses.
- Work cross-departmentally within the College of Medicine, WSU and external constituents to achieve program goals. Create custom reports as requested by Assistant Dean for Health Equity and Inclusion and senior administrators within the college.
- Develop data reports and dashboards on student, faculty, and staff diversity, equity, and inclusion measures. Collaborate with and through the Office of Institutional Research.
- Develop relevant charts, graphs, infographics and other visual displays of metrics for senior leaders and Office for Diversity, Health Justice, and Belonging to utilize during presentations or reports.
- Create and manage online dashboard of diversity, equity, inclusion, health equity, health justice, and belonging data to create targeted reports.
- Support ad hoc requests for diversity data collaborating offices and departments, WSU Office for Compliance and Civil Rights, and other University stakeholders.
- Create routine and custom reports for stakeholders outside Office for Diversity, Health Justice, and Belonging, AAMC, LCME, and other departments. Including the integration of data from multiple sources.

Culture and Climate Inventory and Data Management - 15%

- Facilitate the development and collection of data towards improving workplace culture and climate within the college that fosters and supports psychological safety and sustained systems change for equity and inclusion.
- Capture and provide data towards building cultural humility by continually learning and actively promoting diversity, equity, inclusion, and belonging in all aspects of our work.
- Facilitate the college's capacity to apply a racial equity and justice lens to core operations, training, recruitment, collaborations, and service delivery across the organization.
- Identify organizational capacity and resources gaps, inform the establishment of short- and long-term goals, and development key performance indicators.

Innovation and Best/Emerging Practices - 5%

- Stay current on emerging issues and trends in diversity, equity, inclusion, health equity/justice, belonging, and data analysis visualization work.
- Seek out and participate in professional development activities. Integrate and share learnings into work and with College/University Community.

Other - 5%

- Perform related duties as required.
- Serve on University/College committees as requested

Required Qualifications

Positions require a Bachelor's degree in relevant field and three (3) years experience directly related to the duties and responsibilities specified within the project specialty. A Master's degree in a related field may be substituted for up to one (1) year of the required experience. Any combination of relevant education and experience may be substituted for the education requirement on a year-for-year basis.

Additional Requirements

- Experience in a higher education or related setting requiring accountability in management reporting.
- Demonstrated experience using accounting, management information systems and/or applications software.
- Outstanding computer skills and proficiency in Microsoft Office environment, including spreadsheet, database, word processing, calendaring, and email. Demonstrated ability to work collegially and collaboratively with diverse internal and external constituencies, maintain a client service focus, and to communicate effectively both orally and in writing.
- Demonstrated ability to multitask and prioritize conflicting issues. Demonstrated capability to exercise good judgment and analytical thought processes.
- Demonstrated ability to work effectively and positively in a diverse team environment and a diverse student population.

Preferred Qualifications

- Familiarity with WSU or higher education systems, which includes familiarity with a mainframe system, personnel processes, budget experience and fiscal process. Experience with budget development.
- Experience with Smartsheet, MS Power BI and/or MS Power Query