



**WAYNE STATE UNIVERSITY**

		<b>ISSUED: 4/15/2020</b>
<b>TITLE: Legal &amp; Data Analyst</b>	<b>SALARY TABLE: AP</b>	<b>CLASS CODE: PE383</b>
<b>UNION: P&amp;A Local 1979, U.A.W.</b>	<b>SALARY GRADE: 13</b>	<b>EEO CODE: 30</b>
<b>JOB GROUPING: 30</b>	<b>FLSA: Exempt</b>	<b>EMPLOYEE CLASS: PE</b>

**POSITION PURPOSE**

Coordinate and carry out legal research to support Wayne State University Law School accreditation, reporting, and strategic planning objectives, as well as leadership decision-making. Research, analyze, interpret & present legal research to provide recommendations for sound operational decisions within the Law School. Draft Law School responses to external and internal requests on accreditation, reporting, strategic planning, and operational matters. Provide comprehensive and high-quality information and data analytics across various areas (e.g., Admissions, Enrollment, Retention, Graduation, Bar Passage, Financial Aid, and Curriculum) to Law School leadership to support the Law School’s strategic plans. Serve as liaison among Law School offices and with University and external entities on issues related to Law School accreditation, reporting, strategic planning, and operational matters. Reports to Senior Associate Dean of Law School.

<b>Essential Job Functions</b>	<b>% Time</b>
Conduct legal research to support Wayne State University Law School accreditation, reporting, and strategic planning objectives, as well as leadership decision-making. Research, analyze, interpret & present legal research to provide recommendations for sound operational decisions within the Law School. Coordinate and oversee Law School department responses to accreditation and other surveys to ensure timely and accurate completion.	40%
Oversee and coordinate Law School Research workflow to ensure achievement of operational objectives and timely accreditation and other reporting. Analyze and respond to internal and external requests for surveys and reports, as well as internal ad hoc information requests. Provide comprehensive and high-quality information and data analytics across various areas (e.g., Admissions, Enrollment, Retention, Graduation, Bar Passage, Financial Aid and Curriculum) to Law School leadership to support the Law School’s strategic plans.	20%
Draft Law School responses to external and internal requests on accreditation, reporting, strategic planning, and operational matters.	20%
Serve as liaison among Law School offices and with University and external entities on issues related to Law School accreditation, reporting, strategic planning, and operational matters. Represent the Law School in related meetings, committees, teams and task forces.	15%
Perform other related duties as assigned.	5%

**MINIMUM QUALIFICATIONS**

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

**Education** Doctorate degree

Requires a Juris Doctor degree from an American Bar Association accredited college or university.

**Experience**

Requires a minimum of three to five years of experience completing research assignments, overseeing workflow, identifying and analyzing disparate and complex sources of relevant information, evaluating client objectives, and providing recommendations tailored to support those objectives.

Preferred: At least three years of legal practice experience.

**Knowledge, Skills and Abilities**

- Strong problem-solving skills. Ability to take independent action to resolve problems while exhibiting good judgment and a realistic understanding of issues. Ability to review facts and appropriately evaluate options in keeping with the University's and Law School's best interests.
- Strong interpersonal skills. Ability to communicate in a clear, concise and professional manner in a dynamic and complex work environment. Ability to effectively present ideas and concepts to diverse groups verbally, graphically, and in writing.
- Ability to prioritize office workload and resolve operational problems. Strong time-management skills with demonstrated ability to coordinate activities to achieve strategic organizational goals and initiatives. Ability to balance competing priorities and function effectively in a fast-paced environment with tight deadlines. Ability to lead others in adjusting to changing conditions and demands.
- Ability to evaluate, interpret, and present complex information effectively in professionally prepared documents, publications, and presentations. Must possess a demonstrated attention to detail in order to achieve a high degree of accuracy. Ability to compile and analyze wide array of quantitative and qualitative data and translate key findings for different audiences.
- Highly proficient in standard Microsoft Office business software; advanced proficiency in Excel.
- Demonstrated ability to collaborate effectively with colleagues within the Law School and other University units. Ability to produce high quality and consistent results with assistance of team members. Ability to engage and influence others, foster collaboration, teamwork, and innovation.
- Ability to work in a confidential manner, with ability to maintain strict confidentiality of information and data.

**WORKING CONDITIONS**

Normal office environment.

**ADDITIONAL COMMENTS**

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