Data Analyst

POSITION: Data Analyst
DEPARTMENT: Institutional Research
SUPERVISOR: Director of Institutional Research
POSITION TYPE: Grant Funded

GENERAL JOB DESCRIPTION

The Data Analyst works collaboratively with the Director of Institutional Research as well as the Business Office using their knowledge of data processing software and business development strategies to provide sound business decisions for the Institution.   Their duties include extracting data figures, creating reports based on their findings and monitoring key performance indicators (KPIs) to determine business initiatives' success.

MAJOR DUTIES AND RESPONSIBILITES

- Foster teamwork and work collaboratively with cross functional teams, while maintaining professional integrity, confidentiality, communication and establishing and maintaining positive working relationships with University personnel, students and external stakeholders in a multi-cultural environment;

- Work collaboratively across the campus to identify opportunities for improvement;

- Create reports and analyze data for various campus departments;

- Create graphs, infographics and other methods to visualize data;

- Establish KPIs to measure the effectiveness of business decisions;

- Structure large data sets to find usable information;

- Create presentations and reports which are based on recommendations and findings;

- Processing confidential data and information, following institutional guidelines;

- Managing and designing the reporting environment, including data sources, security and metadata;

- Supporting the data warehouse in identifying and revising reporting requirements;

- Assessing tests and implementing new or upgraded software and assisting with strategic decisions on new systems;

- Generating reports from single or multiple systems;

- Troubleshooting the reporting database environment, including reports;

- Providing technical expertise in data storage structures, data mining, and data cleansing;

- Coordinate all data implementation and reporting strategies for the Title III project activities over the course of the grant; and

- Create ad-hoc reports, data analysis, and data collection for all units involved in Title III Grant Initiatives, working with Project Coordinator and/or the Grants Specialist for annual reporting requirements.

QUALIFICATIONS FOR THE JOB

Education
Minimum BA/BS in computer science or related field from an accredited institution.

Experience
Minimum of 2 years' experience as a data analyst or related field

- Ability to work with stakeholders to assess potential risks;

- Ability to analyze existing tools and databases and provide software solution recommendations;

- Ability to translate business requirements into non-technical, lay terms;

- High level written and verbal communication skills;

- High-level experience in methodologies and processes for managing large-scale databases;

- Demonstrated experience in handling large data sets and relational databases;

- Demonstrated experience in creating data visualizations; and

- Knowledge of programming in SAS and SQL.

EXPECTED KEY COMPETENCIES

Interdependence: Fosters collaboration

Communication: Strong decision making and communication skills

Accountability: Formulates effective and progressive strategies aligned with University mission and values

Respect: Creates an engaging, collaborative work environment by bringing diverse people and ideas together.

Entrepreneurship: Influences and Inspires

PHYSICAL REQUIREMENTS

Reviewed by HR on 01/2022

Ability to sit and or stand periodically for long periods.

Reviewed by HR on 01/2022