

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 RESPONSIBILITIES

- 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

Ability to sit and or stand periodically for long periods.



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Tiffin University is an Equal Opportunity Employer