



Position: Institutional Data Analyst	Position Number:
Department/Site: Institutional Planning, Research, and Effectiveness	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director of Institutional Research	Salary Range: 38

DESCRIPTION:

Under the general supervision of the Director of Institutional Research or assigned administrator, performs highly skilled professional work designing, implementing, and supporting various data-intensive and reporting projects, and performs a variety of statistical and analytical tasks to support institutional planning, decision making, and effectiveness projects.

REPRESENTATIVE DUTIES:

The following is a list of duties that are representative of the position and include, but are not limited to, the following:

- Using computer programming skills and techniques, design and develop tools for data collection and reporting.
- Working with various college constituents, design, prepare, generate, and present data and informational reports, including dashboards, scorecards, and self-service statistical, graphic, and narrative reports.
- Collect, compile, assess, maintain, and understand implications of large amounts of information and data. Develop and maintain data warehouses and other databases using appropriate computer software.
- Validate and consolidate information and data sources. Track and monitor key metrics.
- Run complex queries to identify and report on relevant data. Analyze data using statistical computer software and other tools.
- Provide customized research reports; design effective survey instruments and coordinate all activities associated with the survey study.
- Address organizational needs through identification of opportunities for utilizing and coordinating development of current and new data sets, databases, business intelligence tools, and advanced analytics capabilities.
- Acting as lead researcher, coordinate, evaluate and respond to requests originating from within and outside the institution; work with requesters to clarify their needs, select and

utilize appropriate methodologies, create or identify databases, and optimize the utility of data and data analysis.

- Identify, troubleshoot, and resolve inquiries on external and internal research data, and act as research resource person for internal and external constituents.
- Provide technical assistance and training support as needed toward cultivation of a strengthened evidence-based organization.
- Review college knowledge information systems, evaluate their effectiveness, and recommend new systems.
- Serve on assigned committees.
- Perform other job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Database management and programs
- Computer programming.
- Business intelligence and performance management software (e.g., Cognos, Hyperion, other).
- Database programs (e.g., Access), spreadsheet (e.g., Excel), and statistical (e.g., SPSS) software.
- Applied research methodology, including statistical procedures and measurement techniques.

Skills and Abilities to:

- Communicate in English, clearly and concisely, both orally and in writing
- Establish and maintain cooperative relationships with those contacted within the course of work
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Design, plan, and manage projects.
- Query and write reports utilizing business intelligence software.
- Understand and manage relationships among various types of databases.
- Analyze and interpret complex data.
- Prepare data downloads and data summaries.
- Complete complex tasks, meeting schedules, and time frames consistently.
- Handle information in a discreet and confidential manner

EDUCATION AND EXPERIENCE:

Education:

- A bachelor's degree in business, computer science, social or behavioral science, statistics, or related field.

Experience:

- Three (3) years of experience in database management, computer programming, and/or applied research and data analysis, or experience in a closely related field.

WORKING CONDITIONS:

- Indoor office environment

PHYSICAL DEMANDS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Dexterity of hands and fingers sufficient to operate a computer keyboard, write, use telephone and business machines, for extended periods of time
- Vision sufficient to read a computer monitor and printed materials
- Hearing sufficient to conduct in person and telephone conversations (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance or on the telephone
- Physical stamina sufficient to sit for prolonged periods of time