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| **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, including analysis of data appropriately disaggregated for equity purposes.
* 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.
* 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 (e.g., SQL).
* Business intelligence and performance management software (e.g., Quick Sight, other).
* Database programs (e.g., Access), spreadsheet (e.g., Excel), and statistical (e.g., Tableau, Power BI) and statistical (e.g., SPSS, SAD or R) software.
* Applied research methodology, including statistical procedures and measurement techniques.

## Skills and Abilities to:

* Demonstrate strong communication skills, , both orally and in writing
* Establish and maintain cooperative relationships with those contacted within the course of work Engage in productive and collegial collaborations based on the principles of inclusion with respect to age, gender, race/ethnicity, sexual orientation, disability, and socio-economic status.
* 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, computer information technology, management information technology, 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