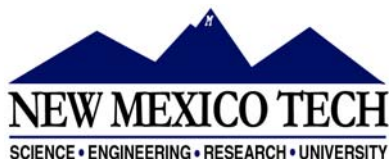


Posted: June 19, 2018



POSITION ANNOUNCEMENT

TITLE: DATA ANALYST FOR INSTITUTIONAL RESEARCH

DEPT: ACADEMIC AFFAIRS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$40,000-\$45,760

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Use Banner, Access, and Excel to compile and report institutional data required by state and federal regulatory agencies, accrediting bodies, and national survey organizations, including but not limited to IPEDs, PEP, NSSE, and HED DEAR files. Compile data for ad hoc HED/legislative requests. Complete data requests from faculty, administration, and student groups, which commonly include grant application data, enrollment management/ retention data, and program assessment data. Monitor higher education developments at the state and national level. Responsible for ensuring that the institution is compliant with existing and upcoming data reporting regulations. Responsible for ensuring clean, reliable, standardized student data across departments.

REQUIRED QUALIFICATIONS:

Bachelor's Degree required in area of Math, Science, Engineering, Business, Education or related field. Master's degree desired. Three (3) years' experience in higher education desired. Banner knowledge and experience desired. Advanced computer skills, especially database and spreadsheets required. Experience with data gathering/analysis/reporting required. Ability to work independently required. Ability to manage multiple projects simultaneously required. Ability to deliver accurate results under deadline conditions required. Familiarity with higher education and government data bases desired. Familiarity with state and federal reporting requirements desired. Ability to write database queries desired. Familiarity with Argos desired.

For full consideration please apply by July 20, 2018