

JOB DESCRIPTION



Position Title: Data Analyst

Department: Institutional Research

Employment Category: Non-Exempt Staff

Primary Location: Downtown Center

FLSA Classification: Non-Exempt

Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE08

Position Summary: The Data Analyst is responsible for gathering data, preparing reports, analyzing data, and related functions; using Business Intelligence web-based reporting systems to improve data access and analysis for stakeholders; responding to ad hoc requests for data and information; creating standard reports from a variety of sources.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Prepares required internal, local, state, and federal reports in a timely, accurate manner using the college Enterprise Resource Planning (ERP) software and other resources

Develops, maintains, and updates queries and reports to fulfill recurring data needs for internal and external reporting requirements; creates and presents dynamic reports and data sets to support timely decision making

Designs and maintains online reporting tools and provides Argos and dashboard support to end users

Produces tables, graphs, dashboards, and narrative analysis of data to easily display and summarize college data

Participates in professional development activities and campus meetings

Performs periodic review of written procedures and updates as necessary to maintain a current, complete reference manual

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Associate's degree in social sciences, statistics, mathematics, management information systems, or computer science or other area of study with coursework in database development/management from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Two years related professional work experience, preferably in a higher education setting

High level of proficiency with SQL, Microsoft Excel, and Access

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

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Knowledge, Skills and Abilities:

Knowledge of or ability to learn, follow, and enforce college policies and procedure
Knowledge of or ability to learn, follow, and comply with federal and state reporting requirements
Knowledge of administrative data management systems, preferably Banner
Knowledge of institutional research reporting practices and abilities in database development/administration, data warehousing, data analysis, database design, and programming
Knowledge of presentation and word processing software, preferably Microsoft Office applications
Knowledge of Argos, Cognos, or other Business Intelligence software
Knowledge of Microsoft SQL Server
Knowledge of server-side scripting languages
Knowledge and abilities in creating technical specifications and documentation
Knowledge of higher education data and information
Skills in SQL and PL/SQL
Skills in analytics and problem solving
Skills in statistical analysis software
Ability to develop dashboards and connect databases to the web using tools such as Tableau
Ability to work independently, prioritize, follow multiple projects and tasks through to completion, with close attention to detail while contributing to team environment
Ability to work accurately, efficiently, and effectively with all types of data
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
Ability to effectively deal with ambiguity and changing project requirements

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Executive Director of Institutional Research

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.