



## Job Description

<b>Job Title:</b>	Data Analyst Senior, ESS	<b>Grade:</b>	L
<b>Department:</b>	Education Support Services	<b>FLSA:</b>	Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

This position provides critical statistical data to the VP for ESS, assistant to the VP for ESS, five deans, associated deans, and directors for the ESS unit. The ESS Data Analyst tracks cohort data and provides analyses and research support. This position accesses internal and external databases.

### **Characteristic Duties and Responsibilities:**

1. Provides support in day to day affairs of the First Experience office.
2. Participates in collaborative, cross-unit teams in support of development, implementation, improvement, and operation of new programs for first-year students. Some of these areas may include: direct student services, orientation activity development, faculty/staff training and development, selection and implementation of programs/materials, conception and implementation of an integrated first-year experience program for the college.
3. Assists in creation of institutional assessment plan for measuring the success of first-year students.
4. Gathers, tracks and analyzes data from multiple sources while ensuring data integrity.
5. Produces reports on collected data.
6. Creates enrollment analysis using statistical software.
7. Uses educational research practices and methods to develop and implement assessment models for first year experience program.
8. Clearly conveys interpretation of data/research findings.
9. Delivers various analyses on student outcomes.
10. Develops cohort tracking processes.
11. Provides retention and attrition reports.
12. Implements My Academic Plans (MAPS).
13. Prepares and delivers written and oral presentations summarizing research data, findings, and recommendations.
14. Coordinates the collection of data from departments and external sources; prepares summary reports.
15. Assists with developing, administering, and conducting research and evaluation studies; writes reports associated with these studies.
16. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. November 2013



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### **Reporting Relationships:**

**Direction Received:** Reports to Vice President for ESS

**Direction Given:** May lead, coordinate or monitor work of employees who perform similar work.

### **Minimum Requirements:**

Master's Degree from a regionally accredited institution and minimum of six months experience working with data/statistical analysis required

### **Preferred Qualifications:**

Experience designing, conducting and reporting on student data at the community college level

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of research practices, methods, and techniques

Proficiency in office and database software application; general programming skills

Good communication and presentation skills

Knowledge of applicable federal, state, and college procedures and policies

Knowledge of basic accounting/recordkeeping practices

### **Working Conditions:**

Typical office environment