ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for

DATA ANALYST -
RESEARCH, GRANTS & DEVELOPMENT

For consideration, application materials must be received by May 31, 2019 at 3:00 p.m. CST.

POSITION SUMMARY

The Data Analyst performs a variety of duties associated with the collection, management, retrieval, analysis and reporting of educational data for the Alabama Community College System. He/she functions as a vital research support technician for the Research, Grants, and Development (RGD) unit, handling the majority of daily, routine requests for information based on data stored in the ACCS Data Access and Exchange (DAX) system. The Data Analyst provides comprehensive research services as needed, utilizing additional in-house and external data/information repositories and a variety of tools including appropriate data analysis and reporting software.

PRIMARY RESPONSIBILITIES

❖ Receives ad hoc requests for educational data, research, and reports from a variety of internal and external stakeholders via phone, email, or in person. Clarifies scope and purpose of the request with follow-up questions as necessary to ensure an accurate and efficient response.

❖ Performs queries of the ACCS Data Access and Exchange (DAX) system or other in-house databases, and searches external data repositories (including but not limited to IPEDS, ACHE, and USDE) to obtain the data or information necessary to respond to each ad hoc request.

❖ Provides accurate and timely data analytics in professional report format with appropriate references/citations.

❖ Creates engaging and informative research documents for delivery to a wide variety of internal and external audiences; prepares and presents data using tables, charts, graphs, and narrative reports that stakeholders can easily understand.

❖ Develops prescriptive analytics and provides technical guidance in the utilization of data

analysis/reporting systems to help design programs that improve student readiness and program completion.

❖ Assists with the design and management of data dashboards that reduce complex data to more simple visualizations to highlight on-going progress toward strategic goals.

❖ Adheres to standard data security protocols, including those mandated by FERPA.

❖ Identifies and investigates significant differences or anomalies in data before distribution to end users.

❖ Assists in the evaluation of the performance of various grant projects through the generation of standardized and custom reports available in the Alabama Adult Education System for Accountability and Performance (AAESAP), the ACCS Banner ERP, or other databases as may be utilized in the future.

❖ Coordinates the collection, review, and submission of information for mandatory state and federal reporting such as IPEDS (Integrated Postsecondary Education Data System) institutional surveys and various ACHE (Alabama Commission on Higher Education) reports.

❖ Assists with major projects of the RGD and CE units as needed.

SECONDARY RESPONSIBILITIES

❖ Works with other System Office staff members and with college campus personnel on strategies that will advance the vision of the Chancellor.

❖ Assists ACCS institutions in identifying and understanding historical and emerging trends and environmental conditions to support college planning and development efforts.

❖ Completes all mandatory employee training and participates in a minimum of two professional development activities each year.

❖ Serves on the DAX Committee and other internal and external committees and task forces as needed.

❖ Travels as needed for project collaborations or to deliver presentations, training, or briefings.

OTHER RESPONSIBILITIES

❖ Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- ❖ Bachelor's degree from an accredited college or university in Data Analytics, Management Information Systems, Information Technology, Computer Science, Statistics, Educational Statistics, Mathematics, or a related field – OR – Associate's degree with an appropriate current industry-recognized certification in data analytics.

- ❖ Knowledge of relational databases theory and design and experience manipulating large relational databases; proficient in the integrated use of SQL, Access, and Excel.

- ❖ Minimum of four years of related work experience.

- ❖ Proficient use of MS Office Suite (Word, Excel, PowerPoint, Access).

- ❖ Ability to work in a client-facing position that requires timely responses and excellent customer support.

- ❖ Excellent quantitative and analytical skills, and strong attention to detail.

- ❖ Ability to communicate effectively, both orally and in writing.

- ❖ Ability and willingness to travel occasionally.

PREFERRED QUALIFICATIONS

1. Data extraction management, analysis, and reporting experience at the advanced level, preferably in the field of education.

2. Proficiency with at least one common statistical analysis software (Tableau, MatLab, SPSS, etc.).

Application Procedure:

Applicants must submit a current résumé, a completed System application form, a letter of interest describing qualifications, a <u>list</u> of three professional references with contact information, and a copy of unofficial transcripts (if applicable) indicating degree conferred. Applications will be accepted by mail, hand delivery or email only (charlene.finkelstein@accs.edu). INCOMPLETE APPLICATION PACKETS WILL BE DISQUALIFIED. DO NOT STAPLE DOCUMENTS.

An application form may be downloaded at www.accs.edu. Complete application packets must be received no later than 3:00 p.m. CST on May 31, 2019. For additional information contact Nikita Payne at 334-293-4603 or nikita.payne@accs.edu or Charlene Finkelstein at 334-293-4628 or charlene.finkelstein@accs.edu.

<u>Please mail applications to:</u>

Alabama Community College System
Human Resources Dept.
Attn: Ms. Charlene Finkelstein
P. O. Box 302130
Montgomery, AL 36130-2130

(Application materials may be delivered in person at 135 S. Union Street).

Salary range is $44,146 - $78,023 dependent upon qualifications and experience. This position is located in Montgomery, Alabama.