POSITION ANNOUNCEMENT

TITLE: DATA ANALYST

DEPT: REGISTRAR’S OFFICE

REG ☐ TEMP ☑ FULL TIME ☐ PART TIME ☑

STARTING RATE or SALARY RANGE $5,000/3 months
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:
Compile and analyze student data with an emphasis on enrollment trends, retention, persistence, graduation rates, etc. Use Oracle Database (Banner), Access, Excel, Argos, and other statistical software/statistical methods. Data analysis will include explanation of trends, forecasting, and formulating/testing of alternative hypotheses regarding influential factors in the data. Work closely with all relevant departments to ensure a complete analysis of all available statistics. Develop and implement methods to gather additional student data as needed. Generate reports and present to administration as needed. Implement and maintain a visual web-based analytical tool such as a data dashboard. Assist the Assessment Committee and AVPAA with compilation and interpretation of program and co-curricular assessment data. Assist the Institutional Researcher with state and federal compliance reporting and with data requests from faculty, staff, and administration as needed.

REQUIRED QUALIFICATIONS:
Bachelor's Degree required in area of Math, Statistics, Science, Business, Education, or related field. Master's degree desired. Work experience in data compilation, analysis, or related field required. Advanced computer skills, especially databases and spreadsheets required. Ability to write data queries required. Experience with Oracle databases desired. Experience with Argos desired. Experience with SAS, R, or other statistical software packages desired. Ability to work independently required. Ability to manage multiple projects simultaneously required. Ability to deliver accurate results under deadline conditions required. Experience at an institution of higher education desired. Familiarity with higher education reporting requirements desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 155, Socorro, NM 87801-4796