

# Position Announcement

Posted: 10/28/19

## Analyst Information Systems & Institutional Research

North Central State College is accepting resumes for a full-time Analyst in the Information Systems & Institutional Research department.

Essential duties/responsibilities include but are not limited to:

### **Research, Analysis, Reporting & Data Visualization**

- Evaluate, refine and process data and information requests from internal and external customers; analyze and report campus-wide data extracted and synthesized from a variety of complex data sources for both internal and external reporting purposes
- Assist in the development and maintenance of reporting databases for campus-wide research, analysis and reporting needs
- Utilize SQL Server Management Studio (SSMS) to develop, maintain, and update queries, views, and reports against the College's Ellucian Colleague Operational Data Store (ODS) and internal reporting database environments to fulfill recurring data needs for internal and external reporting requirements
- Incorporate external data sources (e.g. IPEDS, HEI, NSC, CCSSE) as needed for improved data-informed decision-making and planning across the institution
- Create and publish reports, dashboards, and data visualizations utilizing a variety of data reporting, visualization, and business intelligence tools, including SQL Server Reporting Services (SSRS) and Tableau
- Develop statistical and analytical reports, dashboards, and presentations related to various college-success measures including enrollment, retention, graduation, environmental scans, and peer comparison metrics
- Create and present dynamic reports and data sets to support planning and timely decision making to key stakeholders - including faculty, staff, and administration
- Develop reports and dashboards to enable self-service access to key information and indicators required to monitor progress against the College's goals on key performance indicators including student recruitment and enrollment, student success, and college resources
- Prepare, validate, and report official institutional data to both external and internal constituencies including required state and federal reporting (e.g. state HEI and federal IPEDS reports)
- Develop and utilize various methods to continuously improve institutional data integrity and overall data quality including, but not limited to, data audit or validation queries and reports
- Coordinate with various campus offices including, but not limited to, Admissions, Advising, Student Records, Student Accounts, Financial Aid, and Academic Divisions to address institutional data integrity and reporting compliance
- Serve as an institutional data and information resource for various campus initiatives, projects, and committees to support a data-informed approach to planning, evaluation, and decision-making
- Perform other duties as assigned

### **REQUIRED QUALIFICATIONS:**

- **Education:** Bachelor's degree in computer science, economics, mathematics, statistics, information science or related
- **Experience:** 1-3 years of experience extracting and analyzing educational, financial, operational, or similar structured data from enterprise applications (ERP, CRM, etc.). Experience extracting and analyzing structured data from commercial ERP system modules commonly used in the higher education sector (preferably Ellucian's Colleague higher education ERP system) preferred

Please express your interest in this position by submitting a letter of application and resume to:

[www.ncstatecollege.edu](http://www.ncstatecollege.edu), Click on *Jobs* then [jobs@ncstatecollege.edu](mailto:jobs@ncstatecollege.edu)

or send to

**NORTH CENTRAL STATE COLLEGE**  
Attention: Human Resources  
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed until filled.