

Institutional Research Analyst

North Central State College is accepting resumes for a full-time Institutional Research Analyst. The primary purpose of this position is to provide data analytics in support of North Central State College's strategic efforts, including enrollment management, online learning, accreditation and compliance, and other emergent areas of need. Responsibilities include, but are not limited to:

Essential duties/responsibilities include but are not limited to the following:

Research, Analysis, Reporting & Data Visualization

- Analyze, report, and present data extracted and synthesized from a variety of complex internal and external data sources (including Ellucian Colleague, IPEDS, HEI, NSC) as needed for improved data-informed decision-making and planning across the institution; use understanding of the data to inform decision-making
- Utilize SQL Server Management Studio (SSMS) to develop, maintain, and update basic queries 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
- Create statistical and analytical reports, dashboards, and data visualizations related to various KPI's and college-success measures including student recruitment and enrollment, student success and retention, graduation, college resources, and peer comparisons
- Assist with preparation, validation, and reporting of official institutional data to both external and internal constituencies including required state and federal reporting (e.g. state HEI and federal IPEDS 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
- Document data analysis efforts (data sources, reporting specifications, tools, issue/problem resolutions)
- Perform other duties as assigned

Required Qualifications:

Education: Associate degree or higher in computer science, economics, mathematics, statistics, information science, business analytics or related

Experience: one or more years of experience analyzing and reporting data; experience analyzing and reporting data in the higher education sector (preferably familiar with 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, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 6/6/22 and until filled