School of Education  
Lehman College

Opening of a Part Time Data Analyst Position

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DATA ANALYST (Temporary Part Time Position: March through August 2013)

QUALIFICATIONS:

- Prior experience with data collection, statistical evaluation, varied data sets and data mining
- Experience with building or designing data collection screens
- Familiar with higher education data requirements and conventions
- Strong interpersonal, written, and verbal communication skills
- Proficiency in using information technology

DUTIES AND RESPONSIBILITIES:

- Maintain and manage data bases to meet the requirements by NCATE
- Build and/or design data input or data collection screens in consultation with the Deans
- Import, clean, transform, validate and model data for the purpose of decision making.
- Present data in meaningful ways (e.g., charts, graphs, tables),
- Design and develop relational databases to meet complex data requirements
- Assist in designing measures, selecting sampling techniques, and developing instruments to evaluate results of educational projects;
- Develop protocols for coding data or information, constructing data bases using specified technology, analyzing data, maintaining data security, and archiving data as needed;
- Keep accurate, well-organized records;
- Perform other duties as assigned;
- Report problems in a timely manner;
- Write reports;
- Comply with deadlines;
- Submit timesheets as required;
- Participate in sessions to generate ideas for program improvements and attend staff meetings;

CORE COMPETENCIES:

- Understanding of educational policies and issues;
- Ability to comprehend and act on single or multiple assignments of varying complexity;
- Ability to communicate effectively in writing and orally with supervisors and with other collaborators in a project;
- Ability to use web-based technology, as needed;
- Ability to operate in the computer/statistical environment of the research project;
- Ability to make clear, accurate observations in writing and orally;
- Knowledge of diverse sources for finding information in the field;
- Ability to take directions and work as part of a team as well as independently;