



Job Title	Data Management and Programming Analyst
PVN ID	CC-2309-005871
Category	Managerial and Professional
Location	The CITY COLLEGE of NEW YORK
Department	Institutional Research
Status	Full Time
Annual Salary	\$50,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Nov 22, 2023 (Or Until Filled)

General Description

The Data Management and Programming Fellow must be able to:

- Work both collaboratively and independently
- Perform a variety of duties related to ensuring data integrity including documentation, audits, and quality control processes
- Download, merge, manipulate, analyze and report on large amounts of complex data from various campus and departmental sources
- Handle sensitive data with appropriate confidentiality and in accordance with relevant institutional policies and federal privacy laws
- Develop tables, charts, visualizations, and other methods to present information that highlight primary metrics and findings
- Performs other duties of a similar nature or level

Other Duties

Qualifications

Minimum Qualifications:

- Bachelor's degree
- Intermediate SQL programming skills
- Knowledge of SPSS, SAS, R, or similar software
- Deep understanding of relational databases
- Experience working with data in research or similar setting

- Strong analytical, and organizational skills
- Proficiency with word processing, spreadsheet, and presentation software (e.g., Microsoft Word, Excel, PowerPoint, Google Docs, Google Slides, etc.)

Preferred Qualifications:

- Interest in a career in higher education
- Working knowledge of database utilization (e.g., querying, extraction, manipulation) in a data warehouse environment
- Experience in programming or related field
- Advanced knowledge of SQL, Python, or similar programming languages
- Advanced knowledge of Tableau, R, Microsoft Power BI or similar software