Job Title	Data Analyst
PVN ID	KB-2305-005631
Category	Research
Location	KINGSBOROUGH C. C.
Department	Institutional Research, Assessment, and
Status	Part Time
Hourly Rate	$30.00-$40.00
Hour(s) a Week	15.00-19.00
Closing Date	Jul 22, 2023 (Or Until Filled)

General Description

Kingsborough Community College is dedicated to supporting its students in achieving successful transfer to a 4-year college. Through a grant from the Heckscher Foundation for Children, current work is targeting identifying and supporting students who are interested in transferring to programs at Brooklyn College and ensuring that they can achieve successful transfer through targeted advising, development of articulation agreements with specific programs in Brooklyn College that allow for smooth transitions and maximum credit transfer, and ensuring that students are prepared to succeed academically at their transfer school. The College is seeking a part-time data analyst to support the analysis of outcomes for students who transfer from Kingsborough Community College to another College within the CUNY system.

Funding for the position will end on or before March 31, 2024.

The Data Analyst will be charged with accessing, analyzing, and reporting on outcomes of transfer students through accessing existing dashboards and data sources and combining it with other data sources to create a complete picture of the transfer student experience.

- Access transfer outcomes data from a variety of sources (e.g., T-Rex, Tableau dashboards, CUNYFirst)
- Create and maintain data presentations and visualizations in printed and interactive (e.g. Tableau data dashboards) formats to effectively share data with the College community
- Participate in the production of reports and other documents needed for reporting and presentation purposes
- Protect the privacy and security of data, ensuring compliance with FERPA and other regulations
- Other duties as assigned

Other Duties

Qualifications

- Bachelors Degree required, preferably in the social, psychological, statistics, computer science or related field
- Proficiency in Microsoft Office, especially Excel
- Experience in data collection, analysis, interpretation, and reporting
- Proficiency in accessing and manipulating interactive Tableau dashboards required; experience creating or editing Tableau dashboards preferred
- Knowledge of large-scale data systems, definitions, and procedures; previous experience with CUNY's data management systems including CUNY First, T-Rex, and CUNY's Tableau Server a plus