
Job Title	Data Analyst - Part Time
PVN ID	PS-1901-002906
Category	Managerial and Professional
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	0.00
Closing Date	Jun 27, 2019 (Or Until Filled)

General Description

The CUNY School of Professional Studies (CUNY SPS) provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as industry and education partners, the School's programs provide opportunities for personal growth, job mobility, greater civic participation, and new ways to advance knowledge.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited degree and certificate programs for students who want the flexibility and convenience of online education. CUNY SPS was ranked in the top 5% in the Nation in U.S. News & World Report's list of the 2018 Best Online Bachelor's Degree Programs.

Reporting to the Reporting to the Director of Institutional Research, the Data Analyst will assist with the development of processes and systems to streamline data flow between departments/units and the Office of Institutional Research and will analyze program data and produce reports.

Other Duties

The position will be assigned specific projects, for which the following will be required:

- Identify data and reporting needs of an individual program, unit or department

- **Develop database to house program data and implement a process to get the data from the programs into the database**
- **Research data anomalies, develop audit reports, and provide feedback and recommendations for data correction or improvements**
- **Develop business and technical processes to ensure data integrity for the program, unit or department**
- **Develop mechanisms to streamline, create and distribute program data reports to the IR Office and program directors**
- **Develop mechanisms to streamline, create and distribute reports to the program, unit or department**

Qualifications

Qualifications:

- Bachelor's degree in computer science, management information systems, or equivalent. Master's degree in related field preferred.
- One year or more relevant experience.
- Ability to work independently and in a team environment.
- Superior attention to details.
- Excellent time management skills
- Knowledge of SQL, MS-Office Suite (Word, Excel, PowerPoint, Access).

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