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| **Job Title** | Early Childhood Data Analyst |
| **PVN ID** | VA-2009-003717 |
| **Category** | Managerial and Professional |
| **Location** | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
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| **Department** | Office of Academic Affairs - NY Early Ch |
| **Status** | Full Time |
| **Annual Salary** | $75,000.00 - $80,000.00 |
| **Hour(s) a Week** | 35 |
| **Closing Date** | Jul 22, 2022 (Or Until Filled) |

# General Description

**MISSION**

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

## GENERAL DESCRIPTION

The Institute operates two large, statewide programs – the Aspire Registry and QUALITYstarsNY – that have extensive database systems to manage operations. In addition, the Institute's other programs use a comprehensive and growing internal database system to manage programs, track progress and create reports for program staff, stakeholders, and funders.

The Data Analyst position will work under the supervision of senior leadership across Institute projects to carry out sophisticated analyses, interpret data, identify relationships between and within the data, and to help tell compelling stories based on data points and data analyses. This will include creating reports and data sets for research purposes, both internal and external; implementing data request, sharing, and transfer protocols and processes; and coordinating work with team leaders on data and evaluation projects. The Data Analyst will also assist in improving the inter-operability of data collection, management, and alignment across programs where appropriate.

**DUTIES AND RESPONSIBILITIES**

**Data Analysis and Reporting (60%)**

- Performs statistical analyses utilizing the data systems within the Institute
- Provides data based on inquiries from project leaders to inform program impact and operations
- Works with project teams to formulate research questions and provide guidance on what type of data indicators can be provided through statistical analysis and how they can be interpreted
- Works with Web and Database Administrator, Director of Research and Evaluation, and project staff to evaluate current systems to improve operations and services
- Prepares monthly, quarterly, and annual data reports for distribution; develops ad-hoc reports as necessary
- Creates custom data sets for specific internal and external purposes, following best practices in the field to anonymize data to protect confidentiality
- Understands and ensures privacy law and standards

**Data Collection and Data Sharing (30%)**

- Performs and documents procedures for data preparation including data cleaning, standardization and analysis
- Develops data collection and evaluation methodologies, including format design, project criteria and requirements, data compilation, relevancy and usage
- Creates and/or manages data sharing agreements with relevant agencies, as well as data requests from researchers and required data transfer agreements
- Establish and/or refine rules and procedures for data sharing with upper management and external stakeholders
- Manages data request process

Develops and implements data archiving and storage strategies and practices

# Other Duties

**Other Duties (10%)**

- Provides on-going consultation and technical assistance
- Attends staff meetings and trainings as required
- Performs special projects and other duties as assigned

# Qualifications

**CORE COMPETENCIES/QUALIFICATIONS**

**Minimum Qualifications**

- Master's Degree, and at least five years' experience, or PhD
- Three+ years' experience of database and data system management, including data collection, utilization,

and validation

- Knowledge of relational databases (Access, SQL, MySQL) and ability to write basic queries
- Knowledge of analysis software (i.e. SPSS, SAS)
- Demonstrated experience with data reporting and analytics competencies (content knowledge)
- Understanding of principles and practices of data management
- Demonstrated experience with research methodologies, report designs, and statistical analysis
- Presenting information to others to convey meaning and understanding

**Preferred Qualifications**

- Experience with Zendesk, Logi Analytics
- Experience in higher education or social service settings
- Experience with Tableau or any other data visualization tools

**Physical Requirements**

- Due to the Covid-19 pandemic, this position currently is a remote (work-from-home) position. Laptop and personal mobile device will be provided to support working remotely. The location of the position in the future will operate in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 30 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other locations for overnight trips as needed.

**How to Apply**

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

**EEO Info**

*We are committed to enhancing our diverse academic community by actively encouraging people of any*

*race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.  CUNY is an EEO/AA Employer.*