
Job Title	Data Analyst
PVN ID	VP-1708-002029
Category	Research
Location	OFFICE OF EXEC VC & UNIVERSITY PROVOST
Department	Office of Institutional Research
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 05, 2017 (Or Until Filled)

General Description

The City University of New York (CUNY) is the nation's leading urban public university serving more than 540,000 students in matriculated degree, certificate and continuing education programs at 24 colleges and institutions in New York City. The Office of Institutional Research provides data for decision support to the Chancellery, conducting a wide variety of quantitative analyses to guide policy and to evaluate academic and administrative processes.

Under the supervision of the University Dean for Institutional Research and Assessment, the Data Analyst will support CUNY's involvement in a CEO-funded project, the Student Persistence Initiative (SPI). The analyst will work in collaboration with the behavioral design non-profit ideas42 and the SPI Project Manager to develop and implement projects that address barriers to student engagement, retention and success. Planned projects include FAFSA messaging and Mindset-type interventions. The Data Analyst will support project development and decision-making by managing, analyzing, and reporting data.

Responsibilities may include but are not limited to:

- Use of statistical programs (SQL, SPSS, Stata, or Discoverer Oracle) to develop and prepare data for sharing with project partners
- Extract, clean and manage data from multiple sources
- Respond to ad hoc requests for information and data
- Participate in weekly conference calls to discuss project development and implementation
- Produce briefings, progress reports, and materials for project evaluation based on data; present materials to CUNY and ideas42 staff
- Communicate with project partners and stakeholders

Other Duties

- Perform other duties as assigned

Qualifications

Basic Qualifications:

- Bachelor's Degree with four years' related experience. Formal training in quantitative research methods is a plus
- Ability to define research and analytical problems
- Experience programming, writing, and/or interpreting syntax in SQL, SPSS, Stata or Discoverer Oracle
- Experience designing and building complex datasets and using complex data
- Ability to work as both an independent self-starter and as a collaborative member of a team
- Strong organizational skills, with the ability to prioritize tasks and outstanding attention to detail
- Ability to be flexible and work in a fast-paced environment
- Excellent interpersonal and written/verbal communication skills