Job Title	OIRA Data Analyst
PVN ID	VP-1911-003376
Category	Research
Location	OFFICE OF EXEC VC & UNIVERSITY PROVOST
Department	
Status	Part Time
Hourly Rate	$42.95
Hour(s) a Week	20.00-30.00
Closing Date	Dec 03, 2019 (Or Until Filled)

General Description

The part-time analyst will work in the Office of Institutional Research under the supervision of the Director in collaboration with the WiTNY team to conduct analyses of CUNY student data for decision support and reporting of those programs. The hours worked are flexible but it is preferable for the analyst to work approximately 20 hours a week.

About WiTNY

WiTNY (Women in Technology and Entrepreneurship in New York) was established in 2016 as a corporate-funded, multi-year partnership between Cornell Tech and the City University of New York with a mission is to facilitate, encourage and enable a significant increase in the participation of women in both higher education and entrepreneurship in fields related to technology in the New York market. WiTNY's goal is to double the number of women graduating from CUNY with degrees in computer science and related tech disciplines by delivering programs in three key areas: 1. Curriculum Innovation 2. Career Access and 3. Community Development.

Specific Responsibilities:

- Fulfilling requests by the WiTNY program, against the CUNY Office of Institutional Research databases.
- Designing and executing recurring database queries as well individual queries designed to answer specific questions, including the impact of specific programs as a function of student, campus, major, etc.
- Formatting, proofreading, and checking data for reporting materials and research reports
- Preparing tabular and graphical presentations of data using Excel, PDF, PowerPoint, Tableau, etc.
- Working with a variety of analytic tools to query, analyze and report data including but not limited to SPSS, Stata, R and Oracle software products
- Providing support for survey development, administration and analysis
- Other tasks related to queries, data analytics, interpretation, summarization and presentation as requested.

Other Duties

Developing alignment of process and data collection with other CUNY programs.

Qualifications

Candidates must have a baccalaureate degree and should have two years of related experience. Candidates should possess knowledge of basic statistics and have experience analyzing data using SPSS, Stata, R, or similar data analysis software. Graduate work in a discipline requiring quantitative and/or qualitative analysis, research methods, or survey questionnaire design is desirable. An interest in higher education research is also desirable. Candidates should be proficient working with Microsoft Office products. Candidates should have a great attention to detail and possess oral and written skills necessary for communicating complex ideas and technical issues.