Job Title	Tableau Specialist
PVN ID	VP-2002-003532
Category	Information Technology
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	Apr 14, 2020 (Or Until Filled)

General Description

The Office of Institutional Research and Assessment conducts a wide variety of quantitative analyses to guide policy and evaluate interventions, academic programs, and administrative processes at CUNY. The office collects, manages, and organizes data to support the analytic and reporting needs of the University including mandatory federal, state and city reports, adhoc requests, grant applications and major projects, such as enrollment management.

Reporting to the Director of Business Intelligence, the Tableau Specialist supports the Office of Institutional Research and Assessment by developing data and research reports in Tableau. The Tableau Specialist will create data visualizations that effectively communicate research results to a variety of audiences, including central office and campus administrators, program staff, collaborators, and administrative executives.

General Duties:

• Supports policy development and decision-making through Tableau report development, data analysis, and reporting;
• Provides data visualizations based on statistical and/or quantitative analysis for distribution to campus stakeholders and program staff implementing the initiative's interventions;
• Develops effective formats for presenting and illustrating findings;
• Identifies and defines topics and opportunities to improve student outcomes;
• Works with ETL developers to design data structures for financial aid and student data appropriate for use with Tableau;
• Presents findings to a variety of constituencies and participates in developing recommendations; and
• Performs related duties as assigned.

Position is currently scheduled to end on June 30th 2021.

Other Duties

Other key duties will include, but not be limited to the following:

• Create static and dynamic data reports and visualizations using Tableau;
• Create data models and specifications for ETL developers to ensure data quality and reusability;
• Trains and provides support to other staff in the use of Tableau;
• Respond to mandatory reporting from the Student Persistent Initiative's funders;
• Collaborate with other researchers on various studies and research questions; and,
• Prepare graphic, tabular, and written reports and oral presentations of findings.

Qualifications

Minimum Qualifications:

Bachelor's degree and two years' related experience required

Other Qualifications:

The ideal candidate will have the following knowledge, skills, and abilities:

• A long history creating reports in Tableau;
• An advanced degree with formal training in quantitative research methods;
• Experience designing and building complex datasets, spreadsheets, tables, and graphics, conducting in-depth analyses on multiple sources of data, and using sophisticated data models;
• Experience writing code in statistical computing platforms (Python, SAS, SPSS, Stata and/or R);
• Experience with SQL databases;
• Ability to work independently and also function effectively in a collaborative office with diverse internal and external constituents of various levels;
• Detail oriented and accurate with strong quantitative, analytical, evaluation, and research skills;
• Excellent writing, oral, and interpersonal communication skills; and
• Strong organizational skills with the ability to establish plans, manage multiple and conflicting priorities and meet deadlines in a time-sensitive and dynamic office.