



Job Title	Data Analyst I, II	Job Code	AA0612, AA0616
Pay Plan	A&P	Pay Grade	17, 18
Union	Non-Union	FLSA Status	Exempt
Job Family	Academic and Program Management	Union Code	0
		Subfamily	Data Analytics and Reporting

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Data Analytics and Reporting Professionals perform statistical analyses for university reporting to internal and external bodies that facilitates decision- making, strategic planning, and University assessments.

Job Summary

Provides data collection, reporting and analytical support.

Representative Duties

1. Analysis and Assessment

- Coordinates the analysis, visualization, and dissemination of reports, analyses, and insights from data
- Provides ad hoc data requests and reports
- Completes surveys
- Oversees data entry and ensures data integrity
- Recommends policy
- Serves as liaison between respective area and internal and external partners
- Creates and pulls queries

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

Level Addendum
<i>Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.</i>
Level I
<ul style="list-style-type: none"> • 0+ years of relevant work experience • Work is closely supervised • Problems faced are not typically difficult or complex • Explains facts, policies and practices related to job area
Level II
<ul style="list-style-type: none"> • 2+ years of relevant work experience • Works independently with general supervision • Problems faced are difficult but typically not complex • May influence others within the job area through explanation of facts, policies and practices

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.