Vincennes University

Data Research Analyst
Office of Institutional Research

Vincennes University's Office of Institutional Research is seeking applicants for the position of Data Research Analyst. The analyst is a member of a team that provides analytical and technical assistance in support of University planning and decision-making, policy formation, and assessment. This is a full-time, professional staff position with benefits.

Job Duties:
- Oversees the collection, compilation, and extraction of student data under the supervision of the Director of Institutional Research
- Works closely with the director to develop and maintain databases appropriate for ad hoc, cyclical, and longitudinal reporting and statistical analyses
- Assists with data collection and validation, and dissemination and analyses of results
- Performs regular audits of databases, extract files and other data, both internal and external, to ensure data integrity and maintains appropriate documentation to ensure consistent processes
- Assists with the development, administration, and dissemination of IR surveys as needed
- Performs additional duties as assigned

Education: Bachelor's Degree with at least two years of experience in institutional research or in database management and development. Candidates having an equivalent combination of education and experience may also be considered. Preference will be given to applicants skilled in the use of statistical software packages such as SPSS, SQL, Banner, Argos and/or Tableau.

Qualifications:
- Intermediate to advanced experience in the use of a variety of computer applications and reporting tools including, but not limited to Microsoft Office, SPSS, Argos, and Tableau
- Documented experience with large data sets and relational databases, data query, and data extraction including the ability to import and export files between software, perform analyses, and prepare reports
- Excellent organizational skills and attention to detail, including demonstrated ability to process large amounts of information, disaggregate into essential elements, and to provide analyses of findings
- Ability to prioritize and manage multiple tasks, meet tight deadlines, and function independently with limited supervision and guidance
- Excellent oral and written communication skills, including demonstrated ability to write analytical and technical reports and to proofread with a high degree of accuracy
- Strong statistical and analytical skills with the ability to persist, problem solve, and think critically when working independently or with others
- Ability to work collaboratively and maintain collegial relationships with students, university personnel, and the public

How to Apply:
Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. Title Format: LastName_FirstInitial_JobTitle to jobs@vinu.edu or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Please note the selected candidate will be required to submit to a criminal history background check.

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