Business Intelligence Officer

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Salary: See Position Description

Location: Alvin College

Job Type: 01. Full-Time

Job Number: FY2526-135

Divison: President's Office

Department: President

Opening Date: 01/06/2026

Starting Salary: $108,595.16; final offer commensurate with related education and experience.

POSITION OVERVIEW

The Business Intelligence Officer serves as a strategic analytics partner to College leadership, driving data-informed decision-making across all divisions. This role leads institutional KPI development, delivers executive dashboards and insights, and conducts workforce and labor-market research to support academic alignment, funding readiness, and long-term financial sustainability.

APPLICATION STATUS

Your application status will be updated throughout the review process. If your application is still in progress, your application has not been reviewed by the hiring department.

TERMS OF EMPLOYMENT

Requires flexible work schedule to meet program needs, which may include working days, evenings and/or weekends.

If a degree, certification or licensure is required, the provision of **official transcripts, licensure** and/or **certifications** must be received in the Office of Human Resources within (30) days of hire.

Applicants with academic credentials from non-U.S. accredited institutions are required to have their coursework evaluated in terms of U.S. "equivalency." All international credential evaluations must be conducted by one of the companies affiliated with the National Association of Credential Evaluation Services, Inc. (NACES®) in order to be considered for a faculty position. Applicants bear the responsibility of requesting, paying associated fees, and obtaining an original transcript evaluation for submission to the Office of Human Resources. Please refer to the NACES® website for further information (www.naces.org).

Alvin College is an equal opportunity institution and does not discriminate against anyone on the basis of race, color, national origin, religion, age, disability, sex, or any other basis prohibited by law.

This is a security sensitive position and requires a criminal history and/or motor vehicle records check.

ESSENTIAL DUTIES & RESPONSIBILITIES

Institutional Analytics & KPI Ownership

- Design, maintain, and socialize a college-wide KPI framework with clear definitions, baselines, and targets
- Develop monthly KPI dashboards and quarterly executive briefs with insights, risks, and recommended actions
- Conduct trend, variance, and scenario analyses to evaluate institutional performance against goals
- Provide executive-level storytelling through data visuals, decision memos, and leadership reports

Program and Industry Research

- Analyze workforce and occupational trends across the College's regional service area and statewide labor-market data
- Assess alignment between labor demands and academic/workforce program offerings
- Support new program development and program review with data on demand, wage outcomes, enrollment potential, and workforce skills

Business & Financial Modelling

- Build HB8 funding and performance models to support strategic planning and decision making
- Conduct ROI analyses for academic and Continuing Education & Workforce Development (CEWD) program viability and new program proposals

- Evaluate revenue opportunities, including CEWD pricing strategies, micro-credential ROI, and employer-funded training demand
- Support strategic growth projects such as Alvin College West, Centers of Excellence, and new bachelor's program planning

Collaboration & Process Improvement

- Partner with leaders across HR, Finance, Academic Affairs, Workforce Education, and Student Services to translate strategic goals into measurable outcomes
- Facilitate working sessions to define targets, monitor progress, and identify cross-divisional improvements
- Support workflow efficiency by mapping processes, identifying bottlenecks, and tracking post-implementation impact (e.g., cost, time, quality, experience)
- Coordinate with Institutional Research and IT to ensure data quality and consistent refresh cycles for dashboards and reports

Success Measures - Year One

- College-wide KPI framework implemented and operational across divisions
- Baselines and targets established for at least 80% of priority measures
- Monthly dashboard delivery >= 95% on time and ELT satisfaction >= 4.5/5
- Labor-market alignment assessment completed and used to guide academic and workforce planning
- >= 3 cross-divisional process improvements implemented with measurable KPI impact
- HB8 performance modelling regularly informs strategic and budget decisions

Mission Alignment

- This position champions evidence-based leadership and advances the College's Mission, Vision, Core Values, and Strategic Plan (Elevate 2030) by enhancing decision quality, improving resource allocation, expanding workforce alignment, and strengthening outcomes for students, employees, and the community
- Other related duties as assigned

WORK ENVIRONMENT

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to twenty (20) pounds.

QUALIFICATIONS

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree required in Business, Economics, Data Analytics, Institutional Research, or a related field
- Minimum of 4 years of experience in business, institutional, or workforce analytics, KPI reporting, or business modelling
- Proven experience with ROI analysis, scenario planning, and presenting recommendations to senior leadership
- Exceptional verbal, written, and visual communication skills with the ability to simplify complex insights
- Demonstrated success working with cross-functional teams and delivering results in a fast-paced environment
- Ability to develop innovative solutions, think strategically in complex or evolving environments, and effectively leverage artificial intelligence tools to enhance decision making, streamline processes, and improve overall performance

PREFERRED

- Master's in Business, Economics, Data Analytics, Institutional Research, or a related field
- Strong analytical and visualization skills using Excel (advanced required) and Power BI/Tableau
- Bilingual - English/Spanish

Benefits

Welcome to **Alvin**, **Texas**! Located twenty five miles southeast of Houston in northeast Brazoria County, on land originally granted to the Houston Tap and Brazoria Railroad, Alvin is home to 28,377 residents and has much to offer our citizens and visitors alike.

The College

Alvin College is a public community college in Brazoria County, Texas. We provide educational opportunities in workforce training, academics, technical fields, adult basic education, and personal development.

Alvin College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates.

Vision Statement

"Alvin Community College envisions a college that inspires lifelong learning, cultivates innovation, and serves as a vital partner in strengthening the economic and cultural vitality of our region-empowering students and communities to thrive in a rapidly changing world."

Mission Statement

"Alvin College improves lives by offering affordable, accessible, innovative, high-quality academic, career and technical education to meet the needs of students, workforce and the community."

Benefits

Alvin College provides comprehensive, competitive, and affordable benefit programs to meet the needs of our employees. The College offers a variety of health insurances, retirement, optional retirement plans, generous paid leave and holidays, wellness leave, an employee assistance program, and more. For most plans there is a 60 day waiting period for enrollment. Feel free to reach out to Human Resources at hr@alvincolleg.edu if you have questions.

Please view our Benefits Page for more information and eligibility requirements.