Data Analyst

higheredjobs.com/search/details.cfm

Salary: See Position Description

Location: Alvin College / Alvin College West

Job Type: 01. Full-Time

Job Number: FY2526-142

Divison: Academic Affairs/Instruction

Department: Institutional Effectiveness & Research

Opening Date: 01/29/2026

Closing Date: 2/7/2026 11:59 PM Central

Minimum Salary $52,236.13

Salary offer commensurate with education and related work experience.
This is a full-time Professional position. Should a review of your application result in the intent to pursue your candidacy, you will be contacted by phone or email for an interview. *The salary will depend upon the directly related years of work experience.*

In order to maintain SACSCOC compliance, it is required you upload a copy of your transcripts for ALL degrees conferred.

APPLICATION STATUS
Your application status will be updated throughout the review process.

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

May require travel to our main campus in Alvin and/or to various offsite locations, including local high schools in Alvin, Danbury, Manvel and Pearland.

Requires the provision of **official transcripts** and/or **certifications** 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, religion, color, sex, pregnancy, gender equity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veteran's status.

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

ESSENTIAL DUTIES & RESPONSIBILITIES

The Data Analyst will assist the Office of Institutional Effectiveness and Research with tracking and interpreting data, analyzing results, and providing analytical reports to support strategic initiatives and decision-making.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Serves as primary reporter for federal IPEDS reports.

- Responsible for daily internal reporting and external survey requests.
- Responsible for sharing or institution data through the following duties:

1. Creation and maintenance of all data dashboards for the college.
2. Provide stakeholders with necessary public and internal dashboards.
3. Maintenance of the dashboard intranet and internet pages.

- Collects and organizes institutional data and information in order to track and identify any relevant trends.
- Identifies patterns and trends in complex data sets, provide ongoing reports based on analysis, and present them in ways to help business users make decisions.
- Manages student outcome tracking to identify patterns and trends.
- Performs ad-hoc research for departments and administration as needed including developing and providing data in support of grant applications
- Performs environmental scans to determine the characteristics of the surrounding community
- Assists with the creation and maintenance of college dashboards
- Performs data testing/validation; ensures integrity, accessibility, and accuracy of reports/dashboards and data structures

- Creates and maintains a variety of data reports for ongoing institutional research
- Gathers data required to support a comprehensive program review for the purpose of institutional improvements in accordance with accreditation requirements and in support of institutional effectiveness.?
- Assists in the preparation of reports such as the Comprehensive Program Review, Unit Planning, and accreditation processes.
- Supports the assessment of the college strategic plan and relevant KPIs.
- Other duties as assigned.

WORK ENVIRONMENT

The employee 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. Employee 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.

AI STATEMENT

Working knowledge of artificial intelligence (AI) tools and the ability to use them responsibly, ethically, and in compliance with organizational guidelines.

QUALIFICATIONS

REQUIRED QUALIFICATIONS

- Experience in Ellucian Colleague (or similar SIS) Tableau/PowerBI, Argos (or similar reporting software) Zogotech or another data warehouse system
- Associate degree in social science, education, business, management information systems, office systems, computer science or related field **and** two (2) years' experience in data management, such as institutional research, program evaluation, registrar, or related field
- **Or** equivalent combination of relevant education and experience

KNOWLEDGDE, SKILLS AND ABILITIES

- Strong attention to detail
- Strong analytical and problem-solving skills needed to complete complex tasks
- Proficiency with a variety of computer software tools used in higher education and instructional assessment, evaluation, and improvement

- Organization and time management skills needed to complete multiple tasks simultaneously
- Excellent written and oral communications skills required
- Strong analytical and critical thinking skills required

PREFERRED QUALIFICATIONS

- Bachelor's degree in social science, education, business, management information systems, office systems, computer science or related field
- Relevant experience in a higher education environment
- Understanding of relational databases and experiences working with database queries; proficiency using SQL
- Demonstrated knowledge of programming languages commonly used for data analysis (including Python and R) as well as statistical analysis tools (such as SAS and SPSS)

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.