Data Analyst

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Data Analyst

Job #: 042589
Location Syracuse, NY
Pay Range: $62,400 - $64,000
Hours:
Standard University business hours 8:30am - 5:00pm (academic year)
8:00am - 4:30pm (summer)

Hours may vary based on operational needs.

Job Type: Full Time

Job Description:

This position provides support for institutional decision making and external reporting requirements via collection/extraction, management, summary, and analysis of data from a variety of sources. Based on project needs, the Data Analyst will obtain data from internal data warehouses, program personnel, and data custodians using a variety of tools.

Education and Experience:

- Bachelors degree required; masters degree preferred in data science or closely related field.
- Work experience will be considered in cases where degree is not in data science or a closely related field.
- Experience with relational databases, data warehousing, data retrieval, and reporting required.
- Experience with PeopleSoft or similar enterprise administration system within a higher education context strongly preferred.
- Experience with Tableau or Power BI strongly preferred; extensive experience with comparable software will be considered. Experience with SQL preferred.

Skills and Knowledge:

- Possess a working knowledge of definitions and interpretations of higher education institutional data elements, especially for institutional research purposes.
- Experience working in large data sets with demonstrated ability to identify anomalies in data and results required.

- Demonstrated analysis, problem solving, and communication skills required.
- Ability to manage confidential data discretely and professionally required.
- Demonstrated ability to multi-task, organize workflow, and meet deadlines with very high level of attention to detail required.
- Ability to work independently as well as collaboratively, and to foster the success of others required.

Responsibilities:

- Lead the compilation and submission of internal/external reports, development of interactive dashboards, and fulfillment of ad hoc information requests.
- Identify anomalies and/or trends in reported data.
- Contribute to the development and maintenance of data sources that are used for multiple reports and dashboards.
- Use Business Intelligence (BI) tools, Artificial Intelligence (AI) tools, and code to extract data from sources such as data warehouses and Enterprise Resource Planning systems in order to manipulate, analyze, verify, and interpret information.
- Track and contribute to the development of dimensionally modeled data warehouse of institutional research data.
- Develop proficiency in new BI and AI tools, as needed.
- Create systems and processes that enhance the convenience of access, accuracy, and impact of institutional data.
- Complete projects that require assembling data from one or more sources and configuring the data into complex reports for administrative decision making.
- Support the Associate Director and Assistant Vice President and collaborate with University offices to obtain and analyze sensitive data (e.g., registrar, admissions, financial aid, development, and housing) for institutional research purposes.

About Syracuse University:

Syracuse University is a private, international research university with distinctive academics, diversely unique offerings, and an undeniable spirit. Located in the geographic heart of New York State, with a global footprint, and over 150 years of history, Syracuse University offers a quintessential college experience. The scope of Syracuse University is a testament to its strengths: a pioneering history dating back to 1870; a choice of more than 200 majors, 100 minors, and 200 advanced degree programs offered across the Universitys 13 schools and colleges; over 15,000 undergraduates and over 6,000 graduate students; more than a quarter of a million alumni in 160 countries; and a student population from all 50 U.S. states and 123 countries. For more information, please visit http://www.syracuse.edu.

About the Syracuse area:

Syracuse is a medium-sized city situated in the geographic center of New York State approximately 250 miles northwest of New York City. The metro-area population totals approximately 500,000. The area offers a low cost of living and provides many social, cultural, and recreational options, including parks, museums, festivals, professional regional theater, and premier shopping venues. Syracuse and Central New York present a wide range of seasonal recreation and attractions ranging from water skiing and snow skiing, hiking in the Adirondacks, touring the historic sites, visiting wineries along the Finger Lakes, and biking on trails along the Erie Canal.

Application Deadline:
Full Consideration By:

To apply, visit https://www.sujobopps.com/postings/112381

Syracuse University is an equal-opportunity institution. The University prohibits discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, veteran status, or any other status protected by applicable law to the extent prohibited by law. This nondiscrimination policy covers admissions, employment, and access to and treatment in University programs, services, and activities. Syracuse University has a long history of engaging veterans and the military-connected community through its educational programs, community outreach, and employment programs. After World War II, Syracuse University welcomed more than 10,000 returning veterans to our campus, and those veterans literally transformed Syracuse University into the national research institution it is today. The Universitys contemporary commitment to veterans builds on this historical legacy, and extends to both class-leading initiatives focused on making an SU degree accessible and affordable to the post-9/11 generation of veterans, and also programs designed to position Syracuse University as the employer of choice for military veterans, members of the Guard and Reserve, and military family members.

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