

# JOHNSON C. SMITH UNIVERSITY<sup>®</sup>

CHARLOTTE'S PREMIER INDEPENDENT URBAN UNIVERSITY

## POSITION ANNOUNCEMENT

**Position:** DATA ANALYST  
**Department:** INSTITUTIONAL PLANNING, ASSESSMENT, EFFECTIVENESS & RESEARCH (IPAER)  
**Division:** ACADEMIC SUPPORT SERVICES  
**Opening Date:** July 5, 2017  
**Closing Date:** OPEN UNTIL FILLED

**Responsibilities:** Provides statistical assistance to the Director of IPAER and the Research Assistant to ensure good quality of team projects. Uses advanced research and statistical methods to conduct comprehensive analyses on the data collected from various operational processes. Works with requestors of information to research topics related to institutional research, and administrative decision-making analyses. Establishes and maintains an operational database that allows the University to: (1) capture the information regarding the activities as well as outcomes that resulted from implementing the Quality Enhancement Plan (QEP), (2) assess the effectiveness of QEP implementation and its productivity, and (3) ensures that the QEP leadership team continuously uses the data for improvement. Uses advanced research and statistical methods to assist comprehensive analyses on the data collected for the QEP operational processes. Assists the Director of IPAER in conducting longitudinal tracking analysis and comparison studies to assess JCSU students' first year experiences and their impact on student learning. Assists the Director of IPAER in preparing data analysis reports for internal and external agencies in a timely manner. Performs other duties as required to meet organizational needs.

**Qualifications:** A bachelor's degree in computer science, social science, psychology, education, or a related field is required. The successful candidate must possess an advanced level of knowledge and three to five years of experience conducting quantitative research. Basic knowledge of qualitative research in addition to proficiency in using Jenzabar, SAS, SPSS, MS Office suite, and Structured Query Language (SQL). Submission of a summary of the previous research experience is highly encouraged. The equivalent combination of education and related work experience may be considered.

*Send resume, cover letter, and contact information for three professional references to:*

*Mrs. Sharell Cannady  
Office of Human Resources  
Johnson C. Smith University  
100 Beatties Ford Road  
Charlotte, NC 28216*

*Email to [hrrep@jcsu.edu](mailto:hrrep@jcsu.edu) or fax to (704) 330-1494*

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