

NC-SARA JOB DESCRIPTION

POSITION TITLE: Assistant Director for Research and Data Analysis

REPORTS TO: Director for Policy Research and State Support

FLSA CLASSIFICATION: Exempt

GENERAL STATEMENT OF DUTIES:

Provides strategic work on policy research and general data efforts. Supports NC-SARA's annual data reporting and analysis work. Supports the collection, analysis, and reporting of qualitative and quantitative data efforts on a wide-range of projects in support of NC-SARA activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following essential job functions and responsibilities are not intended to be all inclusive. Duties may be modified, added or deleted.

- Construct, manage, and query large datasets, including publicly available data and NC-SARA data.
- Situate NC-SARA data management and analysis in the context of higher education policy at the state and national levels.
- Ensure the highest standard for data quality and integrity in all aspects of data-related work.
- Ensure usability, integrity, and security of multiple datasets and queries.
- Document all elements of methods adopted in data sourcing, management, and analysis.
- Assist with document review and qualitative research and analysis activities.
- Provide data support and analysis for the development of reports and presentations.
- Assist with the creation and execution of all surveys.
- Provide support for database projects (e.g., state authorization guide & professional licensure directory)
- Present and attend local, regional and national meetings with a SARA focus.
- Assist with other duties and projects as assigned.

QUALIFICATIONS

To perform this job successfully, complex knowledge of higher education, research, and data analysis is essential. Must be able to communicate well with a variety of stakeholders. How to think critically about complex information and how to communicate it to others is paramount. To perform this job successfully, a combination of technical experience, education, and skills are necessary.

REQUIREMENTS

Experience and Education

- A Master's degree in higher education, data analytics, statistics, mathematics, computer science or related field.
- Experience working with higher education or work in a non-profit environment with a data related position.

Knowledge, Skills & Abilities

- Skilled at managing multiple projects, tracking and resolving complex issues as they occur.
- Solid organizational skills with great attention to detail.
- Demonstrated ability to meet deadlines, handle and prioritize requests.
- Must demonstrate ability to communicate effectively with all levels of the organization.
- Ability to exercise initiative and judgment as well as make decisions within the scope of assigned authority.
- Strong ability to manage and query large datasets, and to analyze and interpret results, using software tools appropriate to the project.
- Experience in successfully building data modeling and visualization tools and proficiency with data visualization tools (e.g., Tableau).
- Experience writing data manuals, codebooks, or other means of data documentation and visualization.
- Strong written and oral communication skills and experience conveying technical information for non-technical audiences.
- Considerable attention to detail.
- Strong technical and critical thinking skills.
- Ability to work independently and prioritize multiple projects and tasks.

SUPERVISION RECEIVED

Works under the direct supervision of the Director for Policy Research and State Support.

SUPERVISION EXERCISED

Not Applicable.

PHYSICAL DEMANDS

The position is primarily an administrative position. Ability to stand, sit, walk and work on a computer. Must be able to travel up to 25% of the time. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.