

Job Description

Job Title:	Data Analyst - Enrollment Management
Job ID:	15054
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

Hostos Community College seeks a Data Analyst to compile and organize large volumes of student data into concise and precise information. Reporting directly to the Enrollment Registrar Director, the successful candidate will be responsible for, but not limited to, the following:

- Translates data into usable format to assist management with their decision making processes.
- Produces visual charts, graphs and presentations for summary trend statistics.
- Resolves data related issues and works collaboratively with SDEM offices/units in the compilation and reporting of data.
- Develops databases and verifies data for accuracy.
- Maintains comparative day-to-day data on student enrollment.

QUALIFICATIONS

Bachelor's Degree required.

Preferred Qualifications:

- Minimum of 1 year experience working with CUNY student data files, Crystal Reports and CUNYFirst queries
- Excellent written and presentation skills as well as advanced proficiency in Excel (including pivot graphs and formulas)

CUNY TITLE OVERVIEW

Assists with Institutional Research projects, data, and reports.

- Coordinates the design and maintenance of Institutional Research databases.
- Works with large complex data sets, including exporting/importing from various sources, cleaning data files, and maintaining historical records.
- Assists with the design, production and administration of survey instruments, analyzing quantitative and qualitative data.
- Prepares and runs reports for internal and external constituents.
- Works with others in the College community to assure high-quality information and reporting.

- Performs related duties as assigned.

Job Title Name: Institutional Research Analyst

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$35,576 - \$40,129 - Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Listings."

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

July 14, 2016

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional