

Job Title: Junior Data Analyst **Hour Status:** Exempt
Reports to: Executive Director Strategic Planning, Analytics **Pay Grade:** 102
Dept./School: Strategic Planning, Analytics, Accountability **Date Revised:** October 31, 2024

Primary Purpose

The Junior Data Analyst supports a wide variety of data gathering and reporting projects. The position provides data management and support to EASAP Department constituents for institutional reporting, ad hoc, and requests for complex analysis. This position also coordinates the compilation and submission of campus data to several district adopted platforms. The incumbent manages projects largely independently and may help coordinate the efforts of EASAP staff. The position is responsible for maintaining the accuracy and usability of data delivered to stakeholders.

Qualifications

Education/Certification

Bachelor's Degree in Information Systems or related field.

Special Knowledge/Skills

- Ability and willingness to work with multiple members from different departments and assist where needed with data entry and data integration
- Ability to manage multiple ongoing projects, while assisting with smaller tasks as needed
- Attention to detail and punctuality
- Ability to stay highly organized with electronic management of large datasets
- Capable of adapting, as needed, to working under pressure and meet tight deadlines
- Proficiency or working knowledge of relational databases and SQL
- Proficiency or working knowledge using Excel or other data preparation tools for manipulation and organization of complex datasets

Experience

One (1) year related experience

Major Responsibilities and Duties

1. Support the EASAP Division in maintaining a systematic, organized data process.
2. Serve as Tier 1 support for the division.
3. Gather and deliver data for ad-hoc requests.
4. Collect data and input information into databases.
5. Perform data downloads and data uploads into district adopted software platforms.
6. Review records for accuracy.
7. Gather, validate, clean, reconcile and load data to assist academic and support services.
8. Update databases with new or revised information as necessary.
9. Perform regular backups of information to ensure data preservation.
10. Retrieve records and electronic files from the database.
11. Maintain records and generate documentation of systems and processes.
12. Prepare digital materials or files for printing.
13. Support the collection, management, integration, organization, and storage of data for the entire district.
14. Assist to design and schedule meetings, educational sessions, and workshops for the EASAP Division.
15. Basic math, data manipulation, and formatting skills to help create client-facing work.
16. Develop and maintain dashboards.
17. Maintenance of database.
18. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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