Job Title: **Institutional Research and Data Analyst I**

Job Classification: Exempt, University level
Closing Date: Open until filled
Reporting Responsibility: Reports directly to Assistant Vice President for Institutional
Research and Effectiveness; accountable to Vice President of
Finance.

Description

This position requires programming language skills (Python for general purpose programming, SQL – programming for data base accessing, and R for statistical computing & visualization) and focuses on 1) Assessment and evaluation of various methods of instruction (on-ground in-person, low-residency on-ground, on-line, and hybrid; 2) Collect data and provide feedback to inform faculty development; 3) Assist in accreditation related activities (subchange or any self-study) including writing, data visualization, and supporting on-going accreditation related activities; 4) Assisting development of an academic dash board (data visualization); 5) Evaluation and stress testing financial modeling for capital investment feasibility & proforma for business plan.

Job Responsibilities

Under the direction of the Assistant Vice President for Institutional Research, Accreditation, and Effectiveness, this position is responsible for assisting in the continuation of a robust institutional assessment and evaluation process that complements the institutional research efforts of the university.

1) Work with various reporting areas in the university and colleges to ensure strategic plans, program reviews, and other assessment of academic & non-academic areas align with the quality needs and expectations of regional & programmatic accreditation.
2) Ensure outcomes and evaluation rubrics in various areas of the university, including institutional service areas (e.g., operations, human resources, business service office, admissions, etc.), and academic areas (e.g., student affairs, student assessment) are updated, relevant, and reflective of general functions of the university and colleges.
3) Assist institutional research efforts through data visualization for evidence-based decision making.
4) Provide data collection and visualization in certain Subchange or re/accreditation application/self-study faculty activities and meetings, e.g.
   a) Admission Committee on how to develop criteria to ascertain "the ability to succeed" in distance education,

    b) Curriculum Committees on the method of instruction declared in the syllabus that would ensure teaching effectiveness,

    c) Academic Committee on assessment and evaluation of student learning to demonstrate student engagement and the vigor of the program,

    d) Student Services Committee on maintaining sufficiency in academic and career advising, financial aid services,

    e) Mental health counseling services, de-identified reporting on services.

    f) Informatic Technology and learning resources support for 24/7 technical support,

    g) University Office of Research and Department Chairs on maintaining a scholarly culture,

    h) Faculty Senate on defining the criteria and evidence of timely interaction and learning activities.

5) Support all aspects of data collection, data presentation for WSCUC and other programmatic accreditation reaffirmation on multi-year cycle.

6) Build proforma, financial stress testing models based on given assumptions & benchmarks.

7) Stress testing capital plan, business case, & investment feasibility.

8) Complete other duties and functions as assigned

Qualifications and Requirements

- Bachelor of Science in Financial Math & Statistics, with programming skill
- Possess strong written and verbal communication skills
- Demonstrate strong analytical and critical thinking skills
- Experience with institutional research, assessment, and evaluation.
- Working experience in analytic software(s), e.g. Tablou, Power BI, Look, etc.
- Experience in Python-based data scraping tools and Microsoft Excel to extract and transform data into universally accessible user-friendly formats
- Produce economic reports assessing the fiscal impact of new construction projects on the surrounding community, including tax revenue, direct and indirect job creation, increased personal spending, and contributions to the city's general fund
- Support hospital financing and iterative simulation using Monte Carlo to stress test proforma.
- Familiar with programming languages: Python, SQL

Education Requirement

- Bachelor of Science degree in math & statistics with experience in Mathematical Finance, Stochastic Processes, Statistical Machine Learning, Time Series Analysis

Salary: $70,000 to $85,000 per year payable twice monthly over 12 month. Salary is commensurate with prior and relevant experience.

Applicants should submit:
- Cover letter of interest that addresses qualifications, experience and career goals
- Resume/CV
- Names, addresses, and telephone numbers of at least three (3) professional references

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae, at least three references, and a cover letter articulating how their knowledge, skills, and experiences have prepared them for this position at California Northstate University.

California Northstate University is an **Equal Opportunity and Affirmative Action Employer**. All qualified candidates are encouraged to apply.

Please send application materials to the HR Department at hr@cnsu.edu, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.