



## ALABAMA COMMISSION ON HIGHER EDUCATION POSITION ANNOUNCEMENT

### RESEARCH ANALYST

The Alabama Commission on Higher Education is accepting applications for a Research Analyst position with a focus on data reporting and analysis. This is a full-time permanent position that reports to the Assistant Director of Research Services.

#### **POSITION DESCRIPTION:**

The Alabama Commission on Higher Education is the state agency responsible for the overall planning and coordination of higher education in Alabama. The Commission has several statutory responsibilities related to the coordination of higher education that include facilitating informed decision making, engaging in effective policy formulation, and balancing the allocation of state resources with the needs of students and goals of institutions.

This position plays a vital role in ensuring the Commission adequately responds to its statutory responsibilities. The position is responsible for providing institutional and administrative support by working with a team of dedicated professionals focused on developing and implementing resources that promote the use of statistical reports and datasets for internal and external stakeholders. The position will have two primary areas of focus: (1) a reporting component that will focus on querying data from a variety of datasets, and (2) a data analyst component that will focus on ensuring data quality and integrity.

#### **ESSENTIAL JOB FUNCTIONS:**

- Design and develop data queries using SQL or related programming language that produce accurate data in response to a variety of standing and ad hoc reports for internal and external constituents.
- Develop and implement a standardized process for cleaning datasets, including data validation, normalization, and transformation, to prepare data for analysis.
- Prepares user-friendly, complex tables and charts for use in presentations and reports (e.g., PowerPoint presentation, Excel charts and tables).
- Communicating with appropriate individuals and groups internal and external to the agency concerning data collection and data requests.
- Compiles data for use in various management reports in an efficient, timely, and accurate manner.
- Ability to work independently (with minimal supervision) and collaboratively (with internal and external constituents) on the design and development of statistical reports and visualizations.
- Maintain a working knowledge of best practices and emerging trends related to institutional research, including seeking opportunities for self-improvement and professional development.

#### **EDUCATIONAL/KNOWLEDGE REQUIREMENTS:**

- Minimum of an associate's degree in education, business, data science, information technology, computer science, or related field is required. A bachelor's degree is preferred.
- Minimum of three years directly related professional experience is preferred.
- Equivalent combination of education and experience may be considered.

## **EDUCATIONAL/KNOWLEDGE REQUIREMENTS, CONTINUED:**

- Possess a strong working knowledge of SQL or related programming language.
- Experience developing queries data for standing and ad hoc reporting from a variety of datasets.
- Demonstrated experience working with relational databases to extract and merge data from multiple sources.
- Experience performing exploratory data analyses to examine trends, patterns, and anomalies.
- Prior experience working with relational databases to extract and merge data from multiple sources.
  
- Possess a working knowledge of the Microsoft Office Suite, including an advanced working knowledge of Excel spreadsheets.
- Work independently in a fast-paced environment while managing multiple projects and deadlines.
- Ability to establish and maintain documentation and control procedures.
- Sound analytical, organizational, and planning skills.
- Effective oral and written communication skills.
- Prior experience with higher education data is preferred, including an understanding of federal IPEDS data.
- Prior experience in a college or university institutional research setting is preferred.

## **WORK CONDITIONS:**

- Work is performed in an office environment and requires the ability to operate standard office equipment.
- Position is permanent and full-time (40 hours per week) and includes State of Alabama benefits (annual leave, retirement, insurances, etc.).
- Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.
- Remote work is not available for this position and travel is not required.

## **SALARY:**

Commensurate with education, training, and/or experience directly related to the responsibilities of the position.

## **DEADLINE FOR APPLICATIONS:**

Position opened until filled. Application reviews will begin on July 23rd, 2024.

## **TO APPLY:**

Individual interested in this position should submit the following information. Emailed applications are acceptable. The selected finalist may be asked to submit additional references and undergo a background check.

1. Cover Letter (must be an attached letter, not an email), which addresses the specific requirements of the position,
2. Current resume or vita,
3. A list of three professional references, and
4. Completed ACHE Application found here:  
<https://www.ache.edu/wp-content/Employment/ACHE-Application.pdf>
5. Applicants selected for interviews will be subjected to a series of skills-related questions.

## **SEND APPLICATIONS AND INQUIRIES TO:**

Jacinta Whitehurst at: [jacinta.whitehurst@ache.edu](mailto:jacinta.whitehurst@ache.edu)

For additional information visit: [www.ache.edu](http://www.ache.edu)

**THE ALABAMA COMMISSION ON HIGHER EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER**