



Trinity Valley Community College

Job Description

Data Analyst

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

This position is responsible for maintaining information systems within the Office of Institutional Research and to strengthen the College's institutional research capacity through assessment, data collection, and analysis that supports the transformation of data into information for decision-making purposes.

REPORTS TO:

Director of SPEA

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Bachelor's degree in social science research, computer science, technology, or related field

PREFERRED:

Master's degree

EXPERIENCE REQUIRED:

Three (3) years of experience in a community college or higher education setting in a technical oriented position specifically related to community college institutional research, assessment, information systems, or related policies and procedures. Accreditation experience.

PREFERRED:

Five (5) years of experience

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Written and oral communication
- Interpersonal and/or customer service skills
- Public speaking/Presenting
- Attention to detail
- Basic Math
- Time management
- Federal regulations and directives
- Operational systems and procedures
- Compliance law
- Organization

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



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RESPONSIBILITIES:

- Assist with the principles of accreditation compliance.
- Analyze data primarily involving the use of a variety of software packages including CROA.
- Assist in maintaining historical files of statistical information.
- Conduct, monitor, and analyze research projects and data using statistical methods to analyze secondary data sets.
- Manage database construction, management and retrieval methods including maintaining, analyzing, and assessing data from various sources/databases as well as generating reports using Power Bi, Excel, CROA and other statistical or reporting software.
- Obtain data and produce reports such as student demographic reports from a variety of data sources (electronic, OMR, or paper-based surveys; internal student information system; internal data warehouse) for dissemination to internal and external audiences.
- Use Microsoft Office applications (Word, Excel, Access, and PowerPoint) to manipulate data and create reports and presentations.
- Administer, create, and report on surveys including the fact book.
- Respond to internal and external data requests in a timely manner.
- Create and maintain a calendar of reoccurring internal and external data requests.
- Maintain a system for tracking progress and completion of data requests.
- Assist with department webpages.
- Create and maintain processes related to job responsibilities.
- Manage multiple projects, set priorities, and meet deadlines.
- Provide excellent customer service.
- Cross-train with other institutional research staff and carry out duties of other staff, as necessary.
- Serve as back-up to institutional research team members.
- Be available for travel, both in and out-of-state, to attend appropriate professional meetings.
- Maintains confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.
- Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- | | |
|-------------------------------------|---------------------------|
| • Standard office equipment | • Multi-line phone system |
| • Personal computer and peripherals | • Copier |
| • Calculator | • Fax machine |

PHYSICAL DEMANDS:

- Required: finger dexterity, grasping, talking, hearing, seeing, repetitive motions, computer work, sedentary work, and light work.

MENTAL DEMANDS:

- Emotional control under stress 25% of the time
- Frequent interruptions more than 25% of the time

OTHER DEMANDS:

None



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The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 9/28/2021

Revised: 9/28/2021

Classification:	Paraprofessional	Coordinating/Non-Coordinating:	NC
FLSA Status:	Exempt	TVCC Job Code:	1852
DBM:	B	Travel Required:	Less than 25% of the time
IPEDS/SOC CODE:	15-2031	Employment Status:	Full-Time
Salary Grade:	195	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

All TVCC positions are security sensitive and require a criminal background check.