

Roanoke Higher Education Center

Position Description

Job Title: **Institutional Data Analyst (Part-Time)**
Date: August 2024
FLSA Status: Non-Exempt
Department: Administration
Reports To: Executive Director

SUMMARY

The Part-time Institutional Data Analyst will research, extract and compile data, perform qualitative and quantitative analysis, and interpret and organize institutional results into meaningful reports and visualizations. The results will be utilized to report the effectiveness of the Center for strategic planning implementation, grant applications, assessments, educational opportunities, and state reporting. This position is responsible for compiling enrollment and program completion data received from multiple member institutions. The Analyst will become familiar with all regional workforce reports and data from the Virginia Office of Education Economics (VOEE). The Analyst will develop and maintain strong, positive working relationships with RHEC member institutions, regional partnerships, commissions, and workforce agencies. The Analyst will collaborate with businesses and industries, local and state governments, colleges, and universities and will work collaboratively with the staff from Virginia Works and the Virginia Office of Education Economics. The Analyst will assist the RHEC Executive Team, Development Officer, and other RHEC staff as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Identify, analyze, and interpret institutional data to improve and report effectiveness.
- Identify and implement the collection of relevant data to meet the needs of state reporting, including Quarterly Management Reviews, quarterly Virginia Works Reports, new budget submissions, SCHEV reports, and data requested by legislators.
- Work closely with the Executive Team to communicate the Center's progress in accomplishing the goals of the strategic plan for RHEA and RHEC's Foundation.
- Review all regional workforce reports and data from the Roanoke Regional Partnership, Roanoke Alleghany Regional Commission, Roanoke Blacksburg Technology Council and VERGE, GO Virginia: Region 2, Virginia Employment Commission, Virginia Western Community College, workforce training agencies, and the Virginia Office of Education Economics to prepare a report which addresses workforce development needs and new program development opportunities.
- In collaboration with the Executive Director, the Director of Finance and Administration, and the Development Officer, manage the statistical reporting requirements for grants, ensuring accurate and timely submission of progress reports, financial reports, and other requirements.
- Identify methods of collecting and maintaining accurate information regarding student enrollments, program completers, and job placement.
- Analyze the success of the Educational Testing Center and its impact on workforce development.
- Prepare monthly reports related to day rental activities, including the number of businesses and organizations served, and the amount of traffic in the building.

- Collaborate with Institutional Effectiveness staff from member institutions to report job placements to the Secretaries of Education and Labor.
- Prepare monthly and ad-hoc reports according to the needs of the Executive Team.
- Work as a “team player” with all RHEC staff to meet the expectations of the students, members, and the community showing respect for individual diversity.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

REQUIRED JOB KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below represent the knowledge, skills, and abilities required to successfully perform the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Proficiency in Microsoft Office Suite (advanced skills Excel spreadsheets and database applications) and statistical software.
- Ability to effectively communicate verbally and in writing in the English language.
- Possess excellent interpersonal skills to collaborate and communicate with government, colleges, workforce agencies, the Governor’s office (Secretaries of Education and Labor), and Board members.
- Ability to analyze and prepare a report outlining the workforce needs of the region
- Demonstrated record of strategic planning, implementation, and problem solving.
- Ability to collaborate effectively with multiple high-level partners and stakeholders.
- Ability to analyze demographic information.
- Detail oriented with competencies in multi-tasking, problem-solving, critical thinking, accountability, discretion, team building, and integrity.

PREFERRED QUALIFICATIONS

- Experience with Institutional Effectiveness reporting in higher education.
- Knowledge of higher education metrics set by the State Council of Higher Education for Virginia (SCHEV)

EDUCATION AND/ OR EXPERIENCE

- A Bachelor’s degree from an accredited college or university in Data Analytics, Statistics, or a related field.
- At least 5 years of work experience exhibiting knowledge in data analytics.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and / or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

SUPERVISOR

Kay Dunkley, Ed. D.
Executive Director

Date

ACKNOWLEDGEMENT

My signature below acknowledges that I have reviewed and discussed with my supervisor the duties and responsibilities outlined in this document. I further acknowledge that these duties and responsibilities will be used as a basis upon which my work performance will be evaluated.

Employee's Signature

Date

Employee's Name (Please Print)