



Savannah State University Position Description – Research Data Analyst & Coordinator

POSITION DESCRIPTION

Position Title: Research Data Analyst & Coordinator FLSA Status: Exempt
Reports to: Director – Research and Planning
Department: Institutional Research and Planning
Date Prepared: February 5, 2009

BASIC FUNCTION

This position is responsible for extracting, cleaning, integrating, aggregating, displaying and disseminating data in multiple formats from university data collections for managers, researchers and other stakeholders; maintains, develops and coaches staff using the University's Strategic Planning Software, as required.

NATURE & SCOPE

Accesses, links and provides data from university data systems to users while assisting to guide and champion University's data-related efforts.
Designs, constructs, and develops relational data systems and processes, integrates existing data collections and continuously improves functionality.
Draws raw data from dynamic files for subsequent manipulation, integration, dissemination and archival storage from sources like student and course records, Human Resources data, and Financial Aid data.
Develops state-of-the-art processes and formats for reporting and disseminating data, with paper and web-based or other electronic formats as required.
Assists to maintain and upgrade department's computing hardware and software, backup systems, and data security.
Performs other related tasks as necessary or assigned.

PRINCIPAL ACCOUNTABILITIES

- Maintains current knowledge of useful software and hardware processes and products for data architecture and information processing.
- Produces accurate data collections and files for use by institutional stakeholders.
- Transmits aggregated data sets in various modes to recipients as necessary.
- Maintains full documentation on data collections within the department and on campus.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Four year college degree in computer science or information systems including formal training in relational database theory, architecture, and practice. Training and experience in visual basic and other object-oriented programming (web and application) is preferred. Expert knowledge of specific high-end applications and functions; experience in designing database-driven reports, integrating data from diverse sources and compiling and extracting flat files complex relational databases is required. High-level fluency with MS Access and Excel Oracle and Crystal Reports. Ability to use database management programs to query and extract data from external sources; merge data from diverse sources into working flat-files.