



Savannah State University

Position Description –

Position Title Data and Retention Analyst

POSITION DESCRIPTION:

Position Title: Data and Retention Analyst

FLSA Status: Exempt

Reports To: Director

Department: Center for Academic Success

Date Prepared: August, 2010

BASIC FUNCTION

This position provides support to the Director, faculty and staff of the University College/Center for Academic Success by providing detailed reports on its students and their retention and progress. This position will act as a liaison to the campus community by providing trainings and updates on the Enrollment Management Technology (EMT) Retain software.

NATURE & SCOPE

The Data and retention Analyst works with the Director to design, compile, analyze, evaluate, and interpret raw data and other information for the purpose of developing benchmarks and tracking student's academic progress. This position also serves as the database manager for enrollment Management Technology (EMT) Retain Software, and works closely with the University Database Manager to ensure that the database is current and accurate. The Data and Retention Analyst is the liaison with the campus community to provide necessary training and updates on the EMT Retain database.

PRINCIPAL ACCOUNTABILITIES

- Act as the primary recording source for University College and the Center for Academic Success by collecting and analyzing data pertaining to academic advising, academic success rates, and progress of students.
- Responsible for tracking the matriculation of all University College students, limited admission and students enrolled in Learning Support.
- Responsible for assisting the Testing Office with scheduling and tracking of students for Regents' testing and Regents' Skill Preparation courses.
- Serve as the leader on all projects associated with the EMT Retain Software.
- Collect data and maintain on-going student benchmarking studies in a variety of areas including, but limited to, academic advisement, achievement, student retention, and progress.
- Translate the information gathered into useful tools for further assessment and development.
- Assist in providing academic advisement to students during periods of campus-wide academic advisement and registration.
- Collaborate with the University Database Manager as needed along with other research and strategy team members to design survey tools, validate results, track students' progress, and create reports.



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SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Bachelor's degree required; Master's degree preferred. Expert knowledge of the BANNER system and Enrollment Management Technology (EMT) Retain software; expert knowledge of Microsoft Office software, particularly Excel. Must be able to analyze and synthesize data that produces clear and highly informative reports and presentations for a variety of audiences. Excellent oral and written communication skills.

November, 2010