



POSTED: July 18, 2022

Data Analyst
\$40,000-\$44,000

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer, and more meaningful for all members of our community.

The Data Analyst collects, analyzes, interprets, and disseminates data for required and requested college reporting for internal and external audiences. The Data Analyst supports assessment activities and provides and maintains data for institutional effectiveness planning, institutional research and related websites and documents.

Responsibilities include:

- Collect data for NYSED, SUNY, IPEDS, MSCHE periodic and annual reports
- Compile data, analyze and submit reports
- Act as IPEDS keyholder and NYSED HEDS and SUNY access points
- Serve as primary contact for faculty and staff data requests to support Institutional Research o Lead survey efforts on campus (manage SurveyMonkey account and internal surveys)
- Administer tri-ennial ACT student Opinion Survey and tri-ennial Community College Survey on student engagement, disaggregate and analyze results and communicate to campus o Work with IT to develop appropriate IR infrastructure and reporting capabilities
- Provide staff support to Assessment Committee and provide data for program reviews and progress reports
- Support college Strategic Planning, including annual metrics and data collection for development of college's next strategic plan o Transition to SIRIS (SUNY Institutional Research Information System) and SUNY Business Intelligence project management and liaison with IT department
- Coordinate SUNY initiatives reporting and plan management
- Support Enrollment Management with requested data needs
- Support college Institutional Effectiveness initiatives o Serve on relevant college committees as required/assigned

- Attend relevant professional meetings and serve as college SUNY AIRPO representative
- Other duties as assigned.

Minimum Qualifications:

Bachelor's Degree preferred; Associates Degree required in data analytics, information technology, computer sciences or related field. Experience in data collection and analysis required. Ability to synthesize and summarize quantitative data into meaningful information, and to communicate results. Proficiency with spreadsheet, database and website content-management software is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Microsoft Excel, Access proficiency
- Ability to work with large data sets with great attention to detail
- Experience with web-based research reporting
- Independent project management skills and ability to complete large tasks in timely manner
- Familiarity with higher education information reporting and student information systems, and/or demonstrated work with confidential data is preferred

To apply:

The search will remain open until the position is filled. Please submit a letter of application, resume, and a CCC application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary