Skill Category: Professional  
Position (Employee) Class: 3N789 (E1)  
Grade: 24  
Date: 9/2019  

Department: As assigned

Educational & Experience Requirement: Bachelor’s degree in a related field. Five years’ experience analyzing and interpreting data in a higher education environment or related field. Proficient in research-oriented software (e.g., Statistical Analysis Software (SAS), Statistical Package for the Social Sciences (SPSS)), relational database management and Structured Query Language (SQL) queries, and data visualization software (e.g., Tableau). A combination of education, experience, and training that would produce the required knowledge and responsibilities could be considered.

Nature & Purpose of Position: Provides professional skills in developing, refining, and facilitating processes and methods for collecting, interpreting, consolidating, cleaning, analyzing, and responding to data. Conducts research to aid department administrators in decision-making processes. Responsible for gathering and analyzing information on a wide range of topics, and dissemination of information relating to reporting.

Supervision Given & Received: Works with broad direction. Supervises full-time staff or student workers as needed.

Primary Responsibilities: Develops analytic techniques using machine learning, inferential statistics and/or other means to help strategically guide decisions for programs, departments, or the university. Conducts independent and collaborative quantitative and qualitative analysis of data, including multiple facets of course, student, faculty, and university assessments for the continuous improvement of academic operations. Creates charts, graphs, presentations, and impact reports. Participates in data collection, organization, and analysis of multiple data sets. Assists with the development and design of a comprehensive, integrated system to collect information related to the evaluation of resources, students, faculty, university, and program outcomes. Manages databases. May be required to establish data access and security protocols and maintain appropriate records. Assists with the coordination of accreditation, evaluation, and assessment data, their analysis, and the reporting of outcomes. Provides consulting services to faculty or staff, which may include, but is not limited to, survey and instrument development, using established processes and best practices, research design and methodology, and the interpretation of results, findings, and assessment data. Creates visually appealing and interactive data dashboards for faculty, administration, colleges, and/or programs. Uses various technologies to enable data visualization, builds predictive analytical models, and adds research value to programs, departments, and the university. Conducts research and creates manuscripts for dissemination. Performs other related duties as assigned.

Other Specifications: Ability to align student-learning outcomes with instruction and assessments. Ability to routinely analyze assessment results and inform program improvement. Ability to prepare and present results in presentations or reports. Ability to successfully direct multiple tasks simultaneously and meet deadlines. Uncompromising attention to accuracy and detail with the ability to work independently and effectively with faculty, staff and students. Work requires critical judgment, a high level of initiative, and complex reasoning. This position may require travel and some nights/weekends.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.