



Job Title: Data Analyst	Status: Full-time <input type="checkbox"/> Part-time X Exempt <input type="checkbox"/> Non-exempt X
Reports to: Assistant Director of Research	Date: 9/15/2021
Team/Department: Research and Consulting	Direct Reports: N/A

The Data Analyst is responsible for collecting, analyzing, and transforming data into actionable insights on various projects for the University Professional Continuing Education Association (UPCEA). Role responsibilities include identifying, gathering, and analyzing data to produce understandable and insightful figures and reports. This part-time position contributes to the work of the association by providing UPCEA’s members informative data, insights, and trends.

UPCEA is member-focused and strives for excellence in serving leaders in professional, continuing and online higher education. We work collaboratively and value creativity and initiative. We foster empathy, flexibility, and cultural competence.

As part of the UPCEA team, this position is expected to serve as an engaged and involved team member, supportive of the varied experiences and perspectives of internal and external colleagues; to support and actively build an office culture dedicated to superior member service; and to work within the team to ensure that decisions are made to further the association's goals.

This position reports to, and takes direction from, UPCEA’s Assistant Director of Research. The position is remote, part-time with growth potential (future possibility of full-time employment contingent on performance, funding, and as part of a long-term succession plan).

Key Responsibilities:

- Collect, analyze, and transform data into actionable insights through the production of understandable and insightful figures and reports
- Manage, organize, and code datasets that include thousands of cases, often with longitudinal data
- Maintain professional and technical knowledge by attending association-supported educational workshops; reviewing professional publications; and establishing personal networks
- Assumes other responsibilities as assigned by the Assistant Director of Research.

Qualifications and Competencies:

- Critical and creative thinking skills; information literacy; superior written and oral communications; analytical, strategic, and problem-solving skills typically achieved through the completion of a Bachelor's degree or other postsecondary credentials.
- Understanding of analytical functions related to regression, ANOVA, hypothesis testing, and descriptive statistics, among others
- One to two years of experience working in information systems, statistics, mathematics, computer science or a field that requires similar skills.
- Proficiency with SPSS preferred
- Strong multi-tasking and organizational skills, with excellent attention to detail and adherence to deadlines
- Proficiency in Microsoft Office tools (Outlook, Word, Excel, PowerPoint)

This job outline describes the typical accountabilities and requirements of the position and should not be construed as an all-encompassing description of every duty performed by or expected of the incumbent.

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UPCEA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of UPCEA's employees to perform their job duties may result in discipline up to and including discharge.