

Student Success Reporting Specialist - Grant Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=236261>

Downloaded On: Jul. 3, 2024 1:24am

Posted May 17, 2024, set to expire Dec. 7, 2024

Job Title	Student Success Reporting Specialist - Grant
Department	Institutional Research, Assessment, Accreditation and Planning
Institution	Erie Community College Buffalo, New York
Date Posted	May 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Student Affairs
Job Website	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Student-Success-Reporting-Specialist---Grant_J0002083
Apply By Email	
Job Description	

Department:

Institutional Research, Assessment, Accreditation and Planning (IRAAP)

Salary/Hourly

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\$52,345.31 Annual

Union/Position Status:

AAECC FT

Posting Closing Date:

June 6, 2024

Applications must be submitted by 11:59 PM the evening **before the posting closing date.**

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

JOB DESCRIPTION

Position Title: Student Success Reporting Specialist

Union: AAECC

Job Group: 12

DISTINGUISHING FEATURES OF THE CLASS:

The Student Success Reporting Specialist (SSRS) supports a wide range of technical and analytical projects for the college in collaboration with Institutional Research, Assessment Accreditation and Planning (IRAAP) staff. The SSRS gathers data for grant reporting, analyses, and report creation for tracking at the individual and aggregate level. The position serves as a bridge between system end users (staff) and ensures successful communication and translation of needs and priorities with specific focus on determining risk factors and gathering requirements for reports and student success

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improvements. This position will engage directly and support technical report development with departments across all areas of the college. The work is performed under the direct supervision of Senior Executive Staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Defining data requirements in collaboration with end users.
- Identify appropriate data sources and operational definitions to be used for reports and data applications
- Querying different data sources and systems.
- Integrating student success and performance data focusing on student success such as enrollment, persistence, retention, graduation and post college outcomes.
- Design, create and distribute reports using business intelligence, data extraction, and visualization software, including MS Excel, Power BI, structured query language, and Workday;
- Collaborate across functional areas related to Student Success throughout the college to support data needs.
- Examine user needs relative to institutional priorities and propose strategic solutions that address current-state and anticipate potential future needs.
- Verify issues found by end users, tracking errors and outstanding requests and forwarding to appropriate developers.
- Develop test plans and test cases to evaluate the performance and efficacy of solutions.
- Review overall security, quality and usefulness of new technical solutions that are developed.
- Help coordinate the end user testing and acceptance process (UAT)
- Develop technical training presentations, exercises, and related materials for report and dashboard users of all levels.

KNOWLEDGE, SKILLS AND ABILITIES:

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Knowledge of data reporting concepts and principles associated with the development and distribution of reports and data visualizations; an understanding of basic principles of data science; familiarity with data warehouse design theory and practices, strong organization and project management skills, knowledge of statistics at a basic to intermediate level; ability to communicate clearly, both orally and in writing; sound judgment; time and task management skills; dependability; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university with a Bachelor's degree in Information Technology, Data Science, Computer Science, or a related field.

PREFERRED QUALIFICATIONS:

Preferred candidates have 2-4 years work experience. Experience creating reports and dashboards with at least some of the following: MS Excel, MS Power BI, and Workday SIS. Ability to write original and edit existing queries using SQL. Ability to automate certain data tasks through the use of syntax and data logic (e.g., in SQL)

SPECIAL REQUIREMENTS:

Official transcripts will be required for successful candidates within 30 days of hire

Contact Human Resources at (716) 851-1840 with any questions.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Notice of Non-Discrimination

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SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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