

Data Analyst, Huntsville Center
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=255195>

Downloaded On: Apr. 4, 2025 12:33pm

Posted Apr. 2, 2025, set to expire Apr. 10, 2025

Job Title Data Analyst, Huntsville Center
Department Huntsville Center - Administration
Institution Lee College
Huntsville, Texas

Date Posted Apr. 2, 2025

Application Deadline 04/10/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6112784>

Apply By Email

Job Description

Image not found or type unknown



Data Analyst, Huntsville Center

Salary: \$49,746 - \$57,209

Job Type: Full-Time

Job Number: FY2300557

Location: Huntsville Center - Huntsville, TX

Division: Huntsville Center

Position Overview

Data Analyst, Huntsville Center Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=255195>

Downloaded On: Apr. 4, 2025 12:33pm

Posted Apr. 2, 2025, set to expire Apr. 10, 2025

Starting Salary Range is \$49,746 - \$57,209. The initial salary offer is commensurate with education and related work experience.

Coordinate various institutional research initiatives with special emphasis on assessing educational outcomes; build, organize and maintain institutional research databases; assist with developing and administering surveys; support focus group data collection; disseminate research data to internal stakeholders and external regulatory, grant-funding and accrediting bodies as appropriate.

Essential Duties & Responsibilities

- Generate Annual Graduate Report and Institutional Effectiveness Report
- Administer Annual Core Curriculum Report
- Generate Semester Enrollment Report, Student Characteristics Report, Headcount Report, Contact Hour Report, Ethnicity Report, Grade Distribution Reports, Exit Interview Surveys and Registration Updates
- Support multiple grant initiatives and report data to appropriate committees and organizations
- Act as the database administrator for the Evalkit Watermark Evaluation platform
- Assist with the maintenance of the Smartcatalog Watermark platform
- Assist with the maintenance of the SACS data collection platform for Credentials & Accreditation
- Build semester classes into PeopleSoft, both Academic and Technical
- Assist in screening registration
- Build new students into PeopleSoft
- Enroll/Drop students in PS and the TDCJ ES30 System
- Verify Day of Records for both Academic and Technical
- Post and print grades for all students
- Print technical & business certificates for students
- Post into PeopleSoft all technical certificates, business certificates and degrees
- Research GED information for verification
- Prepare paperwork for unit registration
- Create cover sheets with semester schedule, student's names & numbers
- Assist with unit graduation preparations

Additional Duties & Responsibilities

- Provide data support to faculty, staff and administration
- Provide software and statistics training to faculty, staff, and administration

Data Analyst, Huntsville Center Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=255195>

Downloaded On: Apr. 4, 2025 12:33pm

Posted Apr. 2, 2025, set to expire Apr. 10, 2025

- Assist with tracking and lay-ins as needed
- Write and support PeopleSoft and MS Access queries for faculty, staff and administration
- Provide data to state and federal government and organizations
- Respond to ad hoc requests as assigned
- Perform other duties as assigned

Minimum Education, Experience, Knowledge, Skills & Abilities

- Bachelor's (or higher) degree
- Three (3) years of related work experience
- Must be knowledgeable in assessment, database management and query skills, and have mastered computer software including Access, Excel and word processing
- Proficiency with Oracle/PeopleSoft and SPSS preferred
- Ability to work independently and interact with multiple constituencies
- Work evening and weekend hours as required

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4886863/data-analyst-huntsville-center>

Contact Information

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

Contact



Data Analyst, Huntsville Center
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=255195>

Downloaded On: Apr. 4, 2025 12:33pm

Posted Apr. 2, 2025, set to expire Apr. 10, 2025

N/A

Lee College

,