

**Analyst, Institutional Reporting
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=260424>

Downloaded On: Aug. 1, 2025 4:11am

Posted Jul. 30, 2025, set to expire Nov. 29, 2025

Job Title Analyst, Institutional Reporting
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Jul. 30, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Analyst, Institutional Reporting

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Analyst, Institutional Reporting

Job Description Summary:

To support data processes for meeting mandatory federal, state, and accreditation compliance recording requirements. standard internal and external reporting.

Job Description:

Description of Duties and Tasks

- Develops and maintains simple to complex queries for data extraction and analysis. Prepares related reports and summaries as needed (i.e., IPEDS, the Texas Higher Education Coordinating Board (THECB) Accountability System, publications, external surveys, and ad hoc requests).
- Conducts research, analyses, interprets data, and formats related reports.
- Provides data analysis support for institutional reporting, ad hoc studies, and requests for

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information.

- Performs technical tasks and provides technical support with particular emphasis on collection, interpretation, reporting, aggregation, and evaluation of data; writes and maintains custom programs to support internal and external reports.
- Designs and Develops statistical reports and analyses for collegewide use.
- Develops systematic reporting capabilities, documentation, and web-based sites related to institutional effectiveness.
- Coordinates the development of institutional publications, forms, surveys, and/or quality initiatives.
- Provides training and support as required.
- Maintains relevant databases and/or Internet presence as required.
- Coordinates the completion and submission of Integrated Postsecondary Education Data System (IPEDS) surveys. Provides technical assistance to different offices to implement changes to processes and procedures as required for the completion of these surveys.
- Coordinates the publication of the Fact Book Preview and Full Fact Book. This includes working with other departments as needed.

Knowledge

- Knowledge of reporting tools. Ability to learn new software platforms.
- Application/report development.
- Working knowledge of compliance requirements in relation to college reporting.
- Quality initiatives and measurements.
- Understanding of student and faculty data elements.
- Statistical analysis methods and software.
- Working knowledge of relational databases
- Client-server technology and GUI environments

Skills

- Possessing a customer-oriented and solutions-focused mindset.
- Some knowledge relating to querying and extracting data from large databases.
- Producing data reports from complex data sets
- Ability to understand and follow instructions precisely.
- Coordinating external reports to state agencies.

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- Using a variety of software to produce reports.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Conducting statistical analysis.
- Developing surveys and analyzing survey data.
- Maintaining an established work schedule.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use query and control languages, data extraction and reporting, and network servers.
- Effectively use work management and productivity tools for project management.

Required Work Experience

- Two years related work experience.

Required Education

- Bachelor's degree.

Special Requirements

- Depending on area of specialization, may include knowledge of programs used in educational institutions and/or data warehousing and data mining.

Physical Requirements

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- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$62,536 - \$78,170

Number of Openings:

1

Job Posting Close Date:

May 5, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to

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perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Analyst--Institutional-Reporting_R-7597

Contact Information

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

Contact

Staff

Austin Community College

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