

Analyst, Business
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263024>

Downloaded On: Sep. 26, 2025 3:18pm

Posted Sep. 26, 2025, set to expire Nov. 29, 2025

Job Title Analyst, Business
Department Administrative
Institution Austin Community College
Austin, Texas

Date Posted Sep. 26, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Accounting & Finance
Administration - Other

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Job Description

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Analyst, Business

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

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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.](#)

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, Business

Job Description Summary:

To perform data analysis on college operations and surface insights related to institutional strategic initiatives for college-wide use, recommend changes to system and process designs. Provide consultation and guidance on recommended changes that serve the whole college.

Job Description:

Description of Duties and Tasks

- Designs, creates, tests, reviews and maintains complex reports and dashboards for a variety of

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business use cases utilizing appropriate analytics tools and methods.

- Perform quality assurance work on complex reports and data analytics software used by administration, staff, and students.
- Conducts technical consultations and complex analysis of data for clients, college-wide initiatives, and third party vendors.
- Uses statistical software programming language to obtain and manipulate data. Interprets historical, current, and projected data to identify operational problems, causes, and identify areas for which procedural or system changes are warranted.
- Prepares data reports and statistical charts for college stakeholders.
- Serves as a primary contact between the Institutional Business Analytics team, the IT Team, third-party vendors, and other college areas using institutional data and data analytics.
- Maintains primary responsibility of a college-wide data analytics software including settings, data management, security roles, teams management, organizational/business set up, field security profiles, documentation, and student fields on initial systems setup; reviews during upgrades.
- Develops and conducts training related to improved processes. Supports documenting processes and procedures.
- Collaborates with operational stakeholders and conducts on-site observations to ascertain unit functions, work performed, and methods used to achieve process outcomes.
- Documents findings and prepares written recommendations for implementation of new systems, procedures, or organizational changes.
- Keeps current with the latest technology and initiatives in higher education; regularly attends technical training in order to maintain expertise.
- Other duties as assigned, which may include forecasting, reporting, and trend analysis.
- Additional duties as assigned.

Knowledge

- Statistical analysis methods and software.
- Application/report development.
- Knowledge and competency in use of reporting software.
- Experience analyzing qualitative and quantitative data.
- Project management principles.
- Quality initiatives and measurements, especially in higher education.

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Skills

- Possessing a customer-oriented and solutions focused mindset.
- Analytical, planning, organizational, and time management skills.
- Research skills including gathering and analyzing data from multiple sources.
- 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.
- Effective technical writing skills.
- Working in a cross-functional team environment.
- Interpreting and applying rules, regulations, policies, and procedures.
- Effectively use work management and productivity tools for project management.
- Maintaining an established work schedule which may include include evenings and weekends.

Technology Skills

- Proficiency in using software applications to conduct data analysis, data extraction, and reports development.
- Proficiency using a variety of spreadsheet, word processing, database, and presentation software.
- Use of query and control languages to program and create complex reports, dashboards, and provide technical support.
- Querying and extracting data from large databases.

Required Work Experience

- Two (2) years related work experience.

Preferred Work Experience

- Direct experience conducting operational analysis in higher education.

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Required Education

- Bachelor's degree.

Preferred Education

- Bachelor's degree or higher in finance, accounting, business, statistics, or other related field.

Physical Requirements

- Work is generally performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, pulling, and manual dexterity.
- Ability to sit for long periods of time.
- Occasional lifting of objects up to 10 pounds.

Salary Range

\$69,762 - \$87,202

Number of Openings:

1

Job Posting Close Date:

October 8, 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

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(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 perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Analyst--Business_R-8390

Contact Information

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

Contact

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Austin Community College

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