

**Clark Atlanta University
Job Description**

Position Title:	Data Analyst
Employee:	
Department:	Office of the University Registrar
Reports To:	University Registrar

General Function (Description):

The data Analyst will report to the University Registrar. The Data Analyst is responsible for analyzing data housed in the Student Information System (BANNER) to assess data assets and to identify areas for improvement in data governance practices.

Examples of Duties and Responsibilities:

- Oversee collecting and interpreting data and analyzing results.
- Responsible for reporting the results back to the University Registrar and team.
- Identifying patterns and trends in data sets.
- Work alongside teams within the Office of the University Registrar and the Enrollment Management team to identify data deficiencies, discrepancies and inconsistencies.
- Define new data collection and analysis processes.
- Develop comprehensive report of data findings.
- Recommend process improvement in collecting and posting data.

Knowledge, Skills and Abilities

- Possess excellent oral and written communication skills.
- Demonstrate an ability to work under pressure.
- Exhibit strong interpersonal skills in working with students, staff and faculty.
- Possess experience in the operation of computers and a general knowledge of manipulating computer programs (i.e. BANNER, Microsoft Word, Excel, PowerPoints)
- Possess excellent organizational and planning skills.
- Experience in data models and reporting packages
- Ability to analyses large datasets
- Ability to write comprehensive reports
- Strong verbal and written communication skills
- An analytical mind and inclination for problem-solving
- Attention to detail
- Able to understand and follow departmental policies, procedures and regulations.

Minimum Hiring Standards

Education	Must possess at least a Bachelor's degree preferable in Mathematics, Computer Science, Statistics, Economics
Years of Experience Required	Minimum 5-6 years of experience.
Years of Management/Supervisor Experience	

Employee

Date

Manager/Supervisor

Date

Human Resources

Date