WAYNE STATE UNIVERSITY

TITLE: Data Analyst	**SALARY SCHEDULE:**	B	**CLASS CODE:** PE354
UNION: P&A, Local 1079, U.A.W.	**SALARY GRADE:**	11	**EEO CODE:** 30
	FLSA:	Exempt	**E-CLASS:** PE

POSITION PURPOSE

Provide analysis and reports on data designed to improve the student recruitment, admissions and enrollment processes. Serve as a consultant to students and management on system use and data interpretation.

ESSENTIAL JOB FUNCTIONS

- Collect, create, test and manipulate data in the student information systems and applications software to assure data integrity and enhance decisions. Coordinate external and internal business partners to obtain required data and documentation.

- Prepare, verify and validate reports. Prepare and maintain documentation and make presentations regarding data analysis and process efficiency.

- Participate in the development and execution of project, recruitment and yield plans designed to increase student enrollment. Identify target markets and develop appropriate messaging.

- Serve as consultant to system and data users. Assist with technical problems, data interpretation, data fulfillment and application issues.

- Respond to inquiries from applicants to ensure full utilization of data triggers required to complete enrollment processes.

- Develop and maintain collaborative working relationships with other university schools and colleges to maximize system utilization and efficiency.

- May be required to supervise a small staff of part time support personnel.

- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to collect, analyze and manipulate data in student information systems. The position incumbent will be required to work with varied internal and external customers and must possess the ability to clearly communicate complex issues to technical and non technical audiences. This position necessitates a high level of confidentiality and is dedicated to a high level of customer service. This classification receives direction from a Director level position.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university in computer science, information science, business or an equivalent combination of education and/or experience. Knowledge of Banner Student Information System preferred.

- Excellent written and oral communication skills.

- Excellent customer service skills.

- Strong organizational skills and attention to detail.

- Ability to analyze quantitative data and communicate the information accurately to customers.

- Ability to work effectively in a fast-paced environment.

- Proficient with Microsoft office suite including Excel, Word and Access.

- Previous experience in data management.

Revised: 01/2012