NCHEMS
National Center for Higher Education Management Systems

Position Announcement

Data Analyst

The National Center for Higher Education Management Systems (NCHEMS) is a private nonprofit (501)(c)(3) organization whose mission is to improve strategic decision-making in postsecondary education for states, systems, institutions, and work-force development organizations in the United States and abroad. NCHEMS carries out research, development, dissemination, evaluation activities, as well as technical assistance. NCHEMS is a national and international resource for turning data into usable knowledge for policy makers at all levels.

Grounded in extensive research and practical experience, NCHEMS has a long history of supporting policy design and in providing action-oriented analysis in areas as diverse as demography, postsecondary finance and affordability, instructional delivery models, workforce outcomes, and student learning outcomes and accreditation.

Position Overview

The Data Analyst will support the collection, reporting, and sensemaking of qualitative and quantitative data efforts at NCHEMS on a wide-range of projects serving a diverse group of stakeholders and partners.

Duties and Responsibilities

- Provide primary data support for an externally funded effort to improve how developmental education is provided in postsecondary education institutions, including full participation as part of that project team. (Approximately 50-75% of the position will be devoted to this activity.)
- Construct, manage, and query large datasets drawn from multiple sources to generate new knowledge about policies and practices in postsecondary education.
- Build interactive data modeling and visualization tools.
- Provide support for the development of reports and presentations.
- Ensure the highest standard for data quality and integrity in all aspects of data-related work.
- Ensure performance, integrity, and security of multiple datasets.
- Document all elements of methods adopted in data sourcing, management, and analysis.
- Positively represent NCHEMS by building relationships and working successfully with a diverse group of external partners
- Assist in the development of proposals and prospective projects seeking external funding.
- Be able to travel out-of-state depending on project demands. Anticipated travel expectations are approximately 5-10%. Additionally, be able to attend off-site but in-state meetings as needed.
- Assist with document review and qualitative research and analysis activities on an as-needed basis.

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Required Qualifications

- Ability to manage and query large datasets, and to analyze and interpret results, using software tools such as Microsoft Excel, Access, or the like, and statistical programs such as STATA, SPSS, R, or SAS.
- Experience in successfully building data modeling and visualization tools and proficiency with data visualization tools, such as Tableau.
- Customer-service driven communication skills and experience conveying technical information for non-technical audiences.
- Considerable attention to detail.
- Experience writing data manuals, codebooks, or other means of data documentation.
- Ability to work independently and prioritize multiple projects and tasks.

Preferred Qualifications

- Experience working with data relevant for postsecondary education analysis (e.g. IPEDS, Census, BLS, student record-level data).
- Advanced data modeling, analysis, and visualization capabilities

Education and Experience

- Bachelor's degree required, master's preferred.
- Minimum 2-3 years experience with data management, including dataset creation, cleaning, coding, and analysis.

Compensation

Salary will be commensurate with experience and education. NCHEMS provides an excellent benefits package.

Location

The NCHEMS offices are located in Boulder, Colorado at the State Higher Education Policy Center (SHEPC), also home to the State Higher Education Executive Officers (SHEEO) and the Western Interstate Commission for Higher Education (WICHE).

Application Process

Please apply by email to Erin Barber (erin@nchems.org) and include the following:

1. Letter describing how you meet the requirements of the position, addressed to Erin Barber, Director of Administration, NCHEMS, 3035 Center Green Drive, Suite 150, Boulder, CO 80301.
2. Resume or curriculum vitae.
3. Names and contact information of three academic or professional references.
   (References will not be contacted until you have given permission for us to do so.)

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Applications will be accepted until the position is filled, but full consideration will be given to those received by April 10, 2019. NCHEMS is committed to creating a diverse environment and is proud to be an equal opportunity employer.

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