

# TOURO COLLEGE

## JOB POSTING

### Data Analyst

Reports to: Dean of Enrollment Management  
Status: Full Time  
FLSA: Exempt

#### **About Touro College:**

Touro College is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was established in 1971 primarily to enrich the Jewish heritage, and to serve the larger American community. Over 18,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles, are separately accredited institutions governed in common by the same Board of Trustees as Touro College.

#### **JOB SUMMARY:**

The Business Data Analyst provides support for data retrieval, reporting and analysis and for maintaining integrity of the College's business data. He/She will also assist with the collection, interpretation, and dissemination of reports, analyses, and statistical information to support College reporting, decision-making, planning, and management.

#### **JOB RESPONSIBILITIES:**

Assist in coordinating research studies and other projects, as well as design, compile, analyze, and report statistical and demographic data including but not limited to the following:

- Ensure quality and accuracy of data using commonly accepted reliability and validity assurance practices
- Coordinate timely data gathering efforts to support internal and external reporting
- Assist in the development of reporting tools and strategies for internal needs, such as the Common Data Set (CDS), and for reporting to IPEDS, New York State, accrediting bodies, and other external entities
- Assist in developing systems that provide easy access to data -- both in the form of reports and queries -- and strategies that educate staff in understanding what is available, how to retrieve it, and how to define their data needs
- Provide analysis and design of reports using query tools such as Access, Excel, and other data-mining, querying, and reporting tools
- Assist in the publication of the College's fact book and other data-related publications

- Assist with the design of SQL-based views of data that can help enable end users to perform their own basic queries and analyses on the specific data sets that they need. Develop methods and tools to allow College constituencies to more easily and directly access data using reporting tools, and train them in their use
- Provide support to business analysts and programmers for enhancing the capabilities of the student information systems
- Perform other duties as assigned

## **REQUIREMENTS:**

### **Education, Preparation, and Training**

- Bachelor's Degree in information systems or a related area such as research design. Master's degree preferred
- Three to five years experience in data extraction, analysis and research design
- Experience in a higher education environment is preferred

### **Skills**

- Experience in maintaining and querying large, complex databases
- Experience with evaluating and manipulating data for reporting and analyses
- Experience with data-integrity assurance and commonly accepted validity and reliability practices
- Excellent communication and interpersonal skills
- Ability to work independently

### **Physical Demands**

- Extensive Use of Computers
- Extensive time sitting and standing
- Able to lift up to 5 lbs.

### **Computer Skills**

- Experience with reporting and querying tools like SQL, Access, and Excel

### **Travel**

- Minimal/Occasional travel

### **Application Procedure:**

Please send a cover letter with salary expectations and your resume to: [recruit.hr@touro.edu](mailto:recruit.hr@touro.edu). The subject line of your email should read: "Data Analyst"

*Touro College is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law. Our policies are in conformance with Title IX, 1972 Education Amendments*