Faculty Advancement Data Analyst (Administrative Analyst/Specialist I, Exempt), Faculty Advancement
San Diego State University

San Diego Main Campus

Full-time, permanent (probationary) position.

The Faculty Data Analyst will support SDSU's academic personnel (tenured, tenure-track, and temporary faculty and academic student employees) by mobilizing data to support critical processes and collaborative problem solving.

The key objectives of this position:

- Gather, manage, analyze, and communicate academic personnel-related data in accurate, effective formats for internal use and for audiences including campus leadership, academic units, collective bargaining units, and faculty governance bodies.
- Provide faculty-related data verification and reconciliation among various campus information systems (eg., Faculty Information Network, PeopleSoft HCM and OnBase).
- Identify challenges and opportunities in academic personnel process and data management and work with Faculty Advancement staff and other academic units on campus to develop and implement solutions.

This position requires data analysis, collaborative problem solving, and communication skills. The incumbent will develop data reports using SQL Plus and PS Query. To support accurate data reporting, s/he will also manage relationships with offices across campus and understand or develop an understanding of information technology and workflow solutions in place at SDSU, including Microsoft Access, PeopleSoft, Hyland OnBase, Adobe EchoSign, Interfolio, and Tableau. They will also represent Faculty Advancement on various campus technical committees.

You can view and apply for this job at:
https://cmsweb.cms.sdsu.edu/psp/HSDPRD/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=6148&SiteId=1&PostingSeq=1

Responsibilities
- Data collecting and reporting: Gather, manage, and analyze academic personnel-related data for communication to and used by internal staff, campus leaders, academic units, and faculty governance bodies, and collective bargaining units.
- Data reconciliation: Work with campus offices including Human Resources, ASIR, and Academic Affairs to provide academic personnel-related data verification and reconciliation.
- Data-related process management: Assess academic personnel process data gathering, management, and analysis; work with FA staff to support efficient processes and accurate data collection.
- Other duties as assigned: website maintenance, web accessibility audits, communication with server maintenance group, service on campus technical committees.

Knowledge, Skills & Abilities

- Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations.
- Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty.
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and

impacting the applicable program, organizational unit, and/or administrative specialty.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Ability to organize and plan work and projects including handling multiple priorities.
- Ability to make independent decisions and exercise sound judgment.
- Ability to compile, write, and present reports related to program or administrative specialty.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Expertise in investigating and analyzing problems with a broad administrative impact and implications.
- Ability to anticipate problems and address them proactively.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Ability to train others on new skills and procedures and provide lead work direction.

Experience and Education

Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

Specialized Requirements

- Expertise with Microsoft Excel and Access.

Preferred Qualifications

- Data analysis / reporting experience using SQL Plus or PS Query.
- 2 – 4 years related experience.
- Understanding of academic environments.
- Project management skills.
- Collaborative problem-solving experience.
- Demonstrated ability to build strong working relationships.
- Demonstrated ability to communicate information clearly and succinctly.

Application Procedures

Review of applications will begin on Wednesday, September 28,2016; position will remain open until filled. The on-line application should be completed in detail. COMPLETION OF THE ONLINE APPLICATION IS REQUIRED FOR CONSIDERATION, A RESUME ALONE WILL NOT SUFFICE.

To apply for this position, please click on the "Apply Now" button on this page. You must submit your application by clicking on the "Submit" button. If you need assistance completing your application there are instructions available on the Employment Opportunities Website.

Applicants with disabilities requiring special attention may call (619) 594-7099.

SDSU employees are required to sign an Oath of Allegiance.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

This position may be a "designated position" under the Conflict of Interest Code. Candidates accepting a "designated" position will be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

Employees who are required to operate motorized vehicles and/or use their personal vehicle more than once a month on University business are required to take a mandatory Defensive Driving course and enroll in the DMV Employee Pull Notice (EPN) Program.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Equal Employment Opportunity

SDSU is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.