**H A C U**

**Job Description**

Job Title: Data Analyst

Department: Government Relations - Washington, DC

Reports To: Chief Advocacy Officer (CAO)

FLSA Status: Non-Exempt

Date: 8/17/2018

Approved By: Luis Maldonado

Salary: TBD (Divided between GR-60%, HNIP-20% and Office of Policy Analysis & Information-20%)

SUMMARY

Supports the data collection, manipulation and presentation needs of various HACU departments: Government Relations, HACU National Internship Program and Policy Analysis & Information. Will ensure that goals or objectives of the work are accomplished within prescribed time frame and funding parameters by performing the following duties personally

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

**Government Relations**

Support the work of Government Relations staff to identify, collect, analyze and manipulate relevant data in support of advocacy efforts.

Support the annual development of multiple state one-pagers on relevant data points to include number of Hispanic-Serving Institutions (HSIs), Hispanic-Serving School Districts (HSSDs), emerging HSIs, emerging HSSDs and demographic information.

Prepare and develop necessary advocacy visualizations (maps, data tables, charts, GIFs, presentations, etc) for use by Government Relations staff.

Assist Government Relations staff with data requirements associated with annual Capitol Forum, advocacy campaigns and on-going advocacy campaigns.

Engages and participates with HACU leadership and delegated staff on necessary organizational meetings and events as well as prepares required reports/analysis, and performs other duties as assigned by senior management.

**Office of Policy Analysis and Information**

Provide assistance with large scale data set management including but not limited to NCES/IPEDS, National Student Clearinghouse Research Center, and Survey of Earned Doctorates.

Establish research protocols and procedures for timely collection and evaluation of external datasets for all OPAI projects.

Provide data analysis for OPAI research projects involving the executive director and other external researchers.

Create and organize an OPAI/HACU online research and information repository for public use.

Create infographic reports in order to interpret and present research findings from data sets into visually dynamic reports.

Work with OPAI executive director to create and provide HACU member institutions with a yearly member status report based on evaluation of IPEDS data.

**HACU National Internship Program (HNIP)**

Responsible to implement proper data systems and methods to assist HNIP staff with various projects that lead to project delivery to include:

* + Visualizations for public presentations
	+ Survey data analysis and text mining
		- * Profile of intern groups based on majors, geographic origins,
			* Program trends in terms of applications and enrollment
	+ Responsible for looking at data from the program evaluations conducted at the different points in the program(mid-term, final) and creating reports of the program from a narrative and data point of view for marketing purposes as well as detailing ROI for agencies and other interested stakeholders
	+ Conduct and improve effectiveness of  mail merge process:
		- Spring and Fall Mail out by working in conjunction with San Antonio Office to include:
			* Update letters
			* Compiling of Membership Presidents and Career Center Contacts
			* Work with San Antonio on editing process
			* Create and implement mail merge process
			* Stuff envelopes and finish mailing

Participate in and support of recruitment efforts by the analysis of prior HNIP recruitment efforts and determining their Return on Investment, creating a map of on-going recruitment efforts. Candidate could perform some Washington D.C. area recruitment efforts with a focus on STEM majors.

Responsible to create manuals and “how to” kits and other infrastructure so that HNIP staff has a library for record keeping concerning mail merges, the management of the HNIP Alumni Data Base and dashboards.

Assist in website creation by using more up-to-date data analysis.

Compile and maintain various alumni databases into one system that hold all the information and be subsequently used to send communication to alums of all types

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A., B.S.) in math, statistics information management or related field; one to three years of related experience and/or training; or an equivalent combination of education and experience. Demonstrated experience as an effective team member. Previous experience with xCatalyst, Python, Mathematica, iMIS20 and the use of IPEDS and NCES databases.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common business and educational journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from federal/governmental personnel, interns, staff or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, federal/governmental agencies, educational institutions, corporate and public groups, and/or board of directors. Spanish language proficiency highly desired.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as fractions, percentages, ratios and proportions to practical situations. Demonstrable experience with the use of database software and the R programming language for data manipulation, analysis, and mapping/visualization using packages and processes including ggplot2, rmarkdown, leaflet, text mining, and the tidyverse collection. Familiar with Tableau and SQL fundamentals.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER QUALIFICATIONS

Excellent communication and writing skills. Computer knowledgeable in word processing, database management and spreadsheet applications. Ability to develop and conduct training program and create expository materials. Must be able to travel.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Work environment mainly consists of office setting with little to moderate noise level. Some travel expected, some weekend & night work, especially during Conference/ recruitment/ and intern orientation times.