NOTICE OF FILING

EMPLOYER: Texas A&M University – Corpus Christi

POSITION: Lead Data Analyst (Planning & Institutional Research)

WORKSITE: 6300 Ocean Drive, NRC Room 2413, Corpus Christi, TX 78412

OFFERED WAGE: $81,203.00

JOB DUTIES: Extract, analyze, and report data from the University’s business intelligence systems for external data reporting at the state and national levels, as well as respond to ad hoc requests, including extract data from Banner through the Texas Connection Consortium process; integrate extraction data into Access and SQL databases in order to analyze data; and validate data through SQL, Banner, and/or Oracle. Source organize, and analyze external benchmarking data, including source data from IPEDS Data Center, National Student Clearinghouse, CUPA, and THECB; organize data through Access, Excel, and/or Tableau; and organize documentation of benchmarking studies within Word, OneNote, and/or Smartsheet; and analyze data through Access, Excel, and/or SPSS. Develop and administer Tableau visualizations from existing campus data systems, including integrate various data sources into Tableau including SQL, Oracle, Argos, Qualtrics, Access, and or Excel. Utilizing data from SQL, Oracle, and Access, develop queries and provide analyses to deans, department chairs, administrative directors, and other internal constituents to be used for data informed decision-making and planning (e.g. related to faculty hiring, classes, retention and graduation rates, and faculty grant applications, etc.). Assist in the collection of data from a variety of sources; document and identify gaps in data flow; organize, clean and cross-check data for validation purposes, including collaborate with operational departments such as Admissions, Registrar, Human Resources, Financial Assistance, etc. to help ensure and maintain data integrity and validation processes required by IPEDS and THECB; and validate data through various data management systems including Banner, Workday, Laserfiche, TAMU warehouse, etc. Provide survey administration such as writing, testing, determining population/sample, and analyses for federal, state, third party, and institutionally developed surveys. Maintain existing PIR data files, pivot tables, and website data. Compile and submit state and federally mandated data files and reports. Create, design, coordinate, and conduct research and statistical studies through correlation, ANOVAs, chi-squares, and regression analyses utilizing SPSS. Develop customer training materials; and conduct customized and standardized training as requested. Track requests and project administration processes through Smartsheet; utilize Smartsheet to track project completion and flag tasks for any management assistance. Other duties as assigned.

MINIMUM REQUIREMENTS: Bachelor’s degree in Social Sciences, such as Psychology, Sociology, Public Administration, Education, or a related field and Five (5) years of experience in PL/SQL, Oracle, SPSS, and Survey Software applications such as Qualtrics or SurveyMonkey, Five (5) years of experience with Microsoft Office Suite, including Word, Excel, Access and Outlook, Five (5) years of experience in higher education research and data analysis, including qualitative and quantitative research methodology, Five (5) years of experience...
completing programmatic assessments such as academic program review and/or national or programmatic accreditation reports.

ALTERNATE REQUIREMENTS: Master’s degree in Social Sciences, such as Psychology, Sociology, Public Administration, Education, or related field and Two (2) years of experience in PL/SQL, Oracle, SPSS, and Survey Software applications such as Qualtrics or SurveyMonkey, Two (2) years of experience with Microsoft Office Suite, including Word, Excel, Access and Outlook, Two (2) years of experience in higher education research and data analysis, including qualitative and quantitative research methodology, Two (2) years of experience completing programmatic assessments such as academic program review and/or national or programmatic accreditation reports.

EMPLOYER CONTACT: Apply online at http://hr.tamucc.edu/Job_Opportunities/ and reference job vacancy number R-024410.

THIS NOTICE IS PROVIDED AS A RESULT OF THE FILING OF AN APPLICATION FOR PERMANENT ALIEN LABOR CERTIFICATION FOR THE POSITION STATED ABOVE. ALL APPLICANTS SHOULD REPORT OR SEND RESUMES DIRECTLY TO THE EMPLOYER. ANY PERSON MAY PROVIDE DOCUMENTARY EVIDENCE BEARING ON THE APPLICATION TO THE CERTIFYING OFFICER OF THE DEPARTMENT OF LABOR AT THE FOLLOWING ADDRESS:

UNITED STATES DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION
OFFICE OF FOREIGN LABOR CERTIFICATION
ATLANTA NATIONAL PROCESSING CENTER
HARRIS TOWER
233 PEACHTREE STREET, N.E., SUITE 410
ATLANTA, GEORGIA 30303

The above-referenced notice was posted on the employer’s website for at least 10 consecutive business days from October 31, 2019 to _________________. The notice remained clearly visible and unobstructed during the period of posting period and could be read by the employer’s U.S. workers at https://hr.tamucc.edu/careers/job-reasons.html#notice.

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Norma Lozano, Human Resources Coordinator