North Central Texas College is accepting applications for an **Assessment Analyst; Full Time; Gainesville, Texas**

**Summary**

The purpose of this position is to collect, process, manage, and analyze a variety of quantitative data sets to provide institutional research & institutional effectiveness support to local, state, and federal data requirements as well as oversee and manage the data collection, analysis and reporting for the NCTC - TechHire grant.

**Education:**

* Bachelor’s degree in statistics, accounting, database administration, computer systems, or a related field.
* Successful completion of a related certificate course and two years of experience may substitute for the minimum education requirement.

**Experience:**

* Demonstrated ability to design, implement, analyze, and summarize complex research into coherent reports for use in decision-making
* Ability to demonstrate statistical analysis
* Demonstrated advanced skills in: spreadsheet and database.
* Demonstrated knowledge / experience in survey design, quantitative research methods and the use of statistical analysis tools such as SPSS or R preferred.
* Experience in SQL query language and programing preferred.

**Skills & Abilities:**

* Experience with Microsoft Office, specifically Word, Excel, Access and Power Point at an intermediate or advanced level
* Strong technical documentation and writing skills
* Excellent attention to detail and ability to work with complex and large data sets
* Ability to work independently with little direction as well as collaboratively; strong interpersonal skills
* Experience applying quantitative research methods preferred
* Data management experience preferred
* Statistical programming or database programming language, SPSS & SQL preferred
* Ability to manage multiple projects, set priorities, meet deadlines, and work with minimal supervision preferred
* Skills to automate and manage data reporting systems and work processes preferred

**Responsibilities & Duties:**

* Interprets, evaluates and clarifies research requests to determine potential data sources
* Creates and maintains databases for research queries from a wide variety of internal and external sources
* Restructures data files, performs data cleaning operations, and analyzes data using specialized statistical software, such as SPSS or R.
* Interprets the results, provides customized research reports, and effectively communicates the results in a variety of formats
* Prepares and gives presentations to governance committees and groups regarding institutional research, local and state policy issues, enrollment and planning trends and projections, and other research as requested.
* Assists other members of the Office of Research and Reporting in the establishment of a comprehensive research agenda that supports all areas of the institution
* Recommends data sources and database design as well as makes recommendations on all phases of research projects.
* Develops and maintains effective working relationships with employees of all divisions throughout the college; functions effectively as a team player
* Designs effective survey instruments
* Responds to ad hoc requests for research and data analysis
* Performs other duties as assigned

Employee may be required to travel between campuses and attend local and out-of-town meetings as necessary. Typically, position will attend one conference per year. Regular office hours are Monday through Thursday 8am-5pm and Friday 8am-noon. Summer office hours are Monday through Thursday 7:30am-5:30pm and off on Fridays. Office hours may need to be adjusted to meet the needs of the department.

Subject to criminal background check. Resume required in addition to application. Salary Pay Grade: 109 Salary commensurate with experience. Contingent upon grant funding.

**APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH NCTC’s WEBSITE BY 03/19/2018**  
http://employment.nctc.edu/postings/3639

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