



Statistical Data Analyst/Administrative Assistant

Job Description

DIVISION/DEPARTMENT: Institutional Effectiveness

DATE TO BE FILLED: Immediately

SALARY: Commensurate with Experience

SUMMARY

A Statistical Data Analyst/Administrative Assistant is someone who scrutinizes information using data analysis tools. The meaningful results they pull from the raw data help Rust College, Internal and External clients make important decisions by identifying various facts and trends. The Statistical Data Analyst/Administrative Assistant is a professional, 12-month position and reports directly to the Associate Vice President for Institutional Effectiveness.

RESPONSIBILITIES

- Develop, produce, and interpret statistical and analytical reports in a wide variety of platforms and a variety of sources for presentation to varying audiences.
- Collaborate with the Institutional Effectiveness staff to collect, extract, and acquire data sets.
- Develop, design, and assist in the creation of brochures, programs, questionnaires, surveys, other printed materials, and data gathering tools to ensure the necessary information captured pertains to educational trends and college needs.
- Transform and recode data into useable information to support useful reporting efforts.
- Audit data collection to ensure data integrity on a consistent basis.
- Other duties as required and assigned by the Associate Vice President for Institutional Effectiveness
- Adheres to College and department policies, procedures, and regulations and committed to institutional procedures and policies to support and encourage efforts directed toward enabling the graduation of students.
- Using advanced researching techniques and computerized models to extract the data needed.
- Perform administrative duties, (i.e., prepare letters, reports, schedule appointments, travel accommodations, etc.) exercising judgment, discretion, and confidentiality.
- Maintain departmental manuals, budget records, and related materials.
- Assist faculty and administrative personnel with the assessment process.
- Perform other duties as assigned.

REQUIREMENTS

- Bachelor's degree and five years' experience or equivalent mix of education and experience in data analysis, collection, and reporting. Minimum of two year's application experience in data analysis, collection, and reporting. Required competencies include prior experience extracting data with SPSS or related statistical software, in addition to excellent computer skills and proficiency in Microsoft Office, specifically Excel, PowerPoint, Word, preferably Access.
- Skill in research methodology and design, statistics, and mathematics.
- Successful candidate must have strong attention to detail and accuracy. The ability to clearly communicate complex, technical information to a variety of audiences, as well as, have the ability to quantify and measure data driven by theory to produce or drive organizational effectiveness.
- Excellent written and verbal communication skills are required with the ability to partner and work effectively with a variety of internal and external stakeholders. Knowledge of higher education as well as Family Educational Rights and Privacy Act (FERPA) are preferred.

SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.



ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college represents diverse, social, cultural, ethnic, racial, and national backgrounds. The campus is located 35 miles east of Memphis, TN.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER

Rust College values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The college does not discriminate based on race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran in its activities, programs, or employment practices.

TO APPLY

Persons interested in the above position should submit a resume along with a letter of interest, unofficial transcript(s), and three references to: careers@rustcollege.edu

Angela Williams, HR Manager
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date:
Open Until Filled

Posting Date:
1/2022