Join the AFI team and Let's grow together

Research/Data Analyst

Profile Summary:

Performs highly skilled professional statistical analysis, coordination and support for a wide variety of institutional planning, decision making, and effectiveness projects.

Key Responsibilities

- Lead, coordinate, and participate in institutional effectiveness projects.
- Design and conduct research studies, utilizing analytical tools and data collection instruments.
- Develop and distribute institutional reports, dashboards, and data visualizations.
- Extract, clean, and analyze data from university systems for reporting purposes.
- Assess institutional effectiveness through key performance indicators (KPIs).
- Collaborate with academic and administrative units to improve data accuracy and accessibility.
- Support compliance reporting for accreditation and regulatory bodies.
- Design and implement surveys and assessments to measure institutional performance.
- Utilize Excel, SQL, Tableau, and other tools for data analysis and presentation.
- Ensure data integrity and adherence to governance policies.
- Provide training and support on data reporting tools and best practices.
- Conduct literature reviews and present findings to university stakeholders.
- Research, organize, and present data-driven insights to leadership committees and organizations.
- Vet and validate data for the data warehouse.
- Serve on assigned committees and perform other job-related duties as required.

Qualifications & Skills:

- Bachelor's degree in education, social sciences, business, statistics, computer science, or related field.
- Minimum of three (3) years of experience in applied research and data analysis.
- Experience in data analysis, reporting, or institutional research in higher education preferred.
- Proficiency in Tableau, Power BI, SQL, and Microsoft Excel.
- Ability to interpret complex data sets and communicate insights to non-technical audiences.
- Knowledge of higher education accreditation and reporting requirements is a plus.
- Strong attention to detail, problem-solving skills, and ability to manage multiple projects.
- Experience with student information systems (e.g., Banner, PeopleSoft) is advantageous.
- Excellent verbal and written communication skills.
- Ability to work independently and collaboratively within a team.
- Maintain confidentiality and meet deadlines consistently

We offer a competitive salary , great benefits and the freedom to work remotely.

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