

Data Analyst

Excelsior College, a recognized world leader in distance higher education, makes college degrees accessible to working adults with highly flexible and affordable degree programs. Excelsior College is a private, independently chartered institution and a leader in the field of alternative higher education. A staff of 450+ serves over 33,000 enrolled students worldwide, who are enrolled in the Schools of Liberal Arts, Health Sciences, Nursing, and Business and Technology. The college is currently seeking candidates for the **full-time position of Data Analyst. This position is located in Albany, New York.**

The Data Analyst has responsibility for performing diversified functions that require the ability to learn and apply established policies and procedures as well as create new ones. Performs routine processes that support psychometric, test administration and test development activities.

Essential Duties & Responsibilities:

The responsibilities of the Data Analyst include, but are not limited to the following:

- Manage the scoring of extended response examinations using automated scoring processes in SPSS and Excelsior College's student information system (SIS)
- Run classical item analysis using automated processes
- Conduct and manage score testing activities using automated processes in Access and Excelsior College's student information system (SIS). Investigate and resolve problems encountered with the help of Measurement Statisticians.
- Run pre-defined queries and reports and create new ones in Access to support psychometric and test development activities
- Coordinate with Test Development and Measurement Statisticians in the preparation of all material for standard setting
- Setup standard setting database for data entry and enter data and create ACE reports.
- Run analysis, data formatting, cleaning and mining for ad hoc projects, psychometric analysis and coordinate the production of technical handbook as needed
- Assist in the creation of item selection spreadsheets and in the form building process as needed

Qualifications/Experience:

The requirements for the position of Data Analyst are an **M.A. or M.S. degree in statistics, mathematics, education, psychology, or related area, and 3 years of work experience** or an equivalent combination of education and experience.

To perform satisfactorily in this position, the individual must have a knowledge of SPSS; display high degree of accuracy and excellent attention to detail; demonstrate high degree of organizational skills and productive time management; Proficiency in the utilization of databases, spreadsheets, and word processing applications; Professional commitment to responsibly secure and maintain confidential information; Excellent written, oral, and interpersonal communication skills; Ability to work both independently and within a team

environment; Availability to work flexible hours as needed. Knowledge of other software such as BilogMG, SAS or other programming language is highly desirable.

Application Information: Excelsior College offers competitive compensation and a generous benefits package that includes paid time off, retirement and excellent health insurance. Interested candidates should submit a letter of application, resume, salary history, and the names of three professional references. Please submit requested information to resumes@excelsior.edu; or mail to:

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