

UNIVERSITY OF ALABAMA AT BIRMINGHAM
SCHOOL OF NURSING
Position Description

DATA ANALYST – Academic Affairs
Career Site Number: T230706

SUMMARY:

With minimal guidance, this individual will work with data across the School of Nursing (SON) missions under the guidance of the Senior Associate Dean for Academic Affairs and the Assistant Dean for Evaluation. This individual will be responsible for the collection, oversight, and design of data and the preparation of reports needed across the School of Nursing (SON) enterprise in support of evaluation processes, monitoring of progress on key indicators, and decision-making. Provides data and analysis for reports for the SON, the University, or other external entities. Work is often complex and of a confidential nature. This individual oversees the security and integrity of the data, and works with University departments and outside contracted agencies that allow the SON to conduct business appropriately and efficiently. This individual will support the evaluation efforts of the school in coordination with the Academic Affairs office and other departments across the SON to include faculty, students, and staff, provides data in support of financial analyses. This position reports to both the Senior Associate Dean for Academic Affairs and the Assistant Dean for Evaluation.

RESPONSIBILITIES:

1. Facilitates the development of databases and data sets in order to support the information, evaluation, and decision-making needs of the School of Nursing.
2. Provides support and guidance regarding data input into Academic Affairs and SON's systems and maintains databases to include but not limited to updates, changes, and reports as needed.
3. Develops data banks of information needed for grant submissions, program decisions, accreditation, and other reporting, as directed.
4. Analyzes data to support decision-making regarding program outcomes and other correlative issues related to the mission of the School of Nursing.
5. Works with the Assistant and Associate Deans, Director – Fiscal Affairs, Director of Grants and Contracts, and others to generate, collect and provide data and information for the purpose of writing reports and other activities required by and as necessary for the business of the School of Nursing, such as, but not limited to, the SON Annual Report and the annual budget.

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6. Works collaboratively across the SON missions and units and provides guidance to support appropriate data design and collection.
7. Works in a professional manner with the other departments within the School of Nursing to facilitate the work of the SON.
8. Always acts in a professional, supportive, and confidential manner toward all faculty and staff.
9. Maintains confidentiality of all data and reports and seeks approval of the Senior Associate Dean for Academic Affairs for distribution of any data.
10. Other duties as assigned by the Senior Associate Dean for Academic Affairs and the Assistant Dean for Program Evaluation in order to carry out the mission of the School of Nursing.

QUALIFICATIONS:

Bachelor's degree in Business, Finance, Math, Psychology, Statistics or a related field and two (2) years of related experience required. Or an equivalent combination of relevant education and/or experience. Demonstrated competency in data analytics and programs with database and analytic applications, such as Access or Excel is required. Fluency in use of Banner is preferred. This position requires someone with strong computer, communication, interpersonal and organizational skills who can work independently and within a team environment. Confidentiality and adherence to the UAB Enterprise Code of Conduct is expected at all times.

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