

## DATA PROGRAMMER/ANALYST

AZTransfer is seeking a strong candidate who will support and prepare data analysis and reporting for business decision-making, strategic planning, and process improvement using various methods and techniques within the ASSIST database. The Arizona State System for Information on Student Transfer (ASSIST) is a relational database containing enrollment and degree information on students attending Arizona's public universities and community college districts.

Under the direction of the AZTransfer Executive Director and the ASSIST Steering Committee, the Data Programmer/Analyst will:

- Collect, analyze and interpret institutional data for research projects related to transfer students, academic achievement results and student tracking.
- Develop procedures for collecting, analyzing, and reporting data relative to current and projected student enrollments.
- Produce and disseminate reports to stakeholders.
- Develop and maintain databases using data warehousing.
- Securely collect, cleanse, standardize, transform and store data from various sources ensuring data integrity.
- Provide information and/or advice on using the statewide database.
- Provide research and research design assistance to committees, administrators and faculty.
- Maintain liaison with educational institutions whose research involves or affects the AZTransfer project.
- Establish policies and procedures for research projects.
- Participate in the planning and organization of AZTransfer conferences related to the research function.
- Make oral and written presentations on research.
- Prepare or coordinate preparation of reports; analyze and interpret statistics, financial data, and management planning data for developing long-range plans.
- Develop and maintain databases used to generate information for management decision making.
- Assist in the development of measurements and metrics for data analysis used for business decision-making, planning, and process improvement.

Minimum qualifications include a Bachelor's degree in Statistics, Computer Information Systems, Business Information or a related field and three (3) years of related administrative/data analysis experience, OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

This position is a part-time (50%) position and fully remote.

### DESIRED QUALIFICATIONS:

- Demonstrated experience working with SQL relational databases, preferably Sybase or MySQL.
- Experience in collecting, organizing, synthesizing and analyzing data; summarizing findings; developing conclusions and recommendations.

- Effective written and verbal communication skills.
- Experience in using database query languages like SQL, and software such as Aqua Data Studio and Hyperion Intelligence/Brio.
- Demonstrated knowledge of data collection and analysis methods, techniques and reporting strategies.
- Demonstrated knowledge of data management and information technologies.
- Experience in quantitative data analysis and interpretation.
- Experience in visual/graphic display of data.
- Experience managing workload priorities and coordinating multiple projects for self.
- Experience in accurately and reliably interpreting data for determining appropriate action.
- Ability to work collaboratively with internal and external stakeholders and build relationships with new and existing partners.
- Skill in using education vocabulary, tact, discretion, and judgement.
- Experience and familiarity with colleges and universities is desired.

#### AZTRANSFER STATEMENT

AZTransfer operates the Arizona Transfer System, the statewide articulation and transfer system, that includes the Articulation Task Force network that is the foundation of the Arizona Transfer System, and the tools and resources to ensure faculty, staff, and students have access to transfer information from anywhere in the state. The components of the system work together to help students plan a seamless transfer without loss of academic credit. Additional information can be found at [aztransfer.com](http://aztransfer.com).

The primary purpose of AZTransfer's ASSIST data warehouse is to serve institutional researchers for Arizona's three public universities and the 19 institutions within Arizona's public community colleges districts. ASSIST provides information to assess the effectiveness of Arizona's general education curriculum and transfer model. Arizona's public postsecondary institutions have adopted a general education curriculum that if completed at the community college fulfills general education requirements at the university. The transfer model identifies specific curricular pathways for the student to follow. ASSIST affords institutional researchers the ability to dissect and assess information crucial to the Arizona transfer model. Additional information can be found at [assist.aztransfer.com](http://assist.aztransfer.com)

Salary Range: \$35,000 for 50% position

Applicants should send cover letter, resume and the names and telephone numbers of three professional references who are able to speak to the qualifications listed above to: [hr@azregents.edu](mailto:hr@azregents.edu) or the Arizona Board of Regents, 2700 North Central Avenue, Suite 400, Phoenix, Arizona 85004. The review of applicants will begin on March 24, 2023, and posting will remain open until filled.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.