

Assessment Analyst

Job Summary

The Assessment Analyst will be working in the Institutional Research Department, and will be responsible for downloading data from various departments to support business decisions. The Assessment Analyst is involved in the development and execution of supportable assessment studies such as: student success analysis, student survey, learning outcomes achievement. The Assessment Analyst controls data collection as well as data quality assurance and should have an understanding of reporting requirements as well as experience in analyzing data, preparing assessment reports combined with understanding of key act indicators.

Minimum Qualifications and Requirements

- Bachelor's degree in Business Administration
- Previous experience in analytics is preferred
- Excellent writing and analysis skills. The candidate must know Microsoft Office and be comfortable using a variety of Excel functions.
- Multitasking, demonstrate strong organizational and communication skills, and work in a team environment.

Responsibilities:

- Suggest business requirements and reporting them to IR,
- Work on multiple projects and meet the deadlines,
- Gather requirements and brainstorm solution needs,
- Understand the organization's business processes and goals and provide applicable projects,
- to,
- Create a detailed analysis, opportunities and solutions for a better business standing,
- Support data, process, policies, and technology requirements,
- Work with all departments to review, evaluate, write, and complete annual outcomes assessment, including learning outcomes, program outcomes, administrative outcomes, and measure the success of important projects,
- Assist in the accreditation projects,
- Assist departmental Heads throughout the annual program review process by providing relevant data and assisting with documentation,
- Organize and assist facilitate the details of all annual budgeting and planning meetings,
- Obtain database to support the assessment, evaluation, planning, and reporting functions,
- Provide assessment findings and manage communication and distribution of outcomes,
- Develop and maintain efficient relationships with faculty and administration throughout the University,
- Help with obtaining data, authoring, and editing institutional documents such as the University Strategic Planning documents,
- Work in a variety of software to create reports using raw data,
- Maintain the confidentiality of all institutional and system data,
- Follow ITU policies in terms of confidentiality of the information.