



CALIFORNIA NORTHSTATE UNIVERSITY

Position Title:	Data Analyst (University Level)
Job Classification:	Exempt
Closing Date:	Position open until filled
Reports to:	Vice President for IR, Quality and Assessment and Director of I.T.

Overview of the Role:

Under general supervision of the Director IT, the Data Analyst is responsible for managing University data and supporting the transition to a Campus-wide managed data environment. This includes development and maintenance of governance documentation; definition and monitoring of data policies, procedures, and processes; develop data standards; perform scheduled and ad hoc data quality inspections; identify data gaps and data sources; and support the management of projects to upgrade or expand infrastructure and tools. In addition to managing the current operational state, this role also analyzes current operations and identifies trends or areas of continuous improvement for the data warehouse environment, tools, and processes based on the strategic direction of the University. The Data Analyst works with other divisions and departments to design, develop, implement, and maintain a persistent managed data environment across campus.

Overview of Candidate Experience Necessary:

- ☑ Demonstrated experience developing data governance and maintenance policies and procedures.
- ☑ Experience and expertise with Data Warehousing and ETL concepts, including source to target mapping; transformations; error handling; job control; logging; alerting; and scheduling.
- ☑ Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines
- ☑ An analytical mindset that is technically oriented with demonstrated experience using problem-solving and troubleshooting skills to achieve desired results.

Minimum Qualifications:

Bachelor's Degree and five years of relevant experience in data management, data analytics, or related fields.

Required Qualifications / Specialized Skills

- ☑ Demonstrated experience developing data governance and maintenance policies and procedures.
- ☑ Working knowledge of SQL.
- ☑ Working knowledge of database technologies and environments including data lakes and cloud services.
- ☑ Experience and expertise with Data Warehousing and ETL concepts, including source to target mapping; transformations; error handling; job control; logging; alerting; and scheduling.



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- ☑ Knowledge of complex report writing & metadata creation, implementing effective upgrades/patches, managing production scheduling, and administering user access.
- ☑ Demonstrated consultative skills to assess user needs and provide appropriate support.
- ☑ An analytical mindset that is technically oriented with demonstrated experience using problem-solving and troubleshooting skills to achieve desired results.
- ☑ Expertise in administrative survey techniques, operations and system analysis, statistical and research methods, and the ability to interpret and evaluate results to develop sound conclusions and create or revise policies and procedures.
- ☑ Skilled coach and mentor to team members and ability to contribute to the success and development of teams through informal and formal means.
- ☑ Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- ☑ Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- ☑ Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- ☑ Demonstrated ability to maintain a high degree of confidentiality.
- ☑ Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- ☑ Exceptional computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- ☑ Working knowledge of, or ability to quickly learn, University infrastructure, policies and procedure
 - Working knowledge of relational database management system (RDBMS)
 - Working knowledge of Data modeling
 - Knowledge of the concept of Data Lake

Preferred Qualifications / Skills:

- ☑ Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- ☑ Bachelor's degree in computer science, mathematics, data science, or other information technology related field.
- ☑ Master of Science degree.
- ☑ Significant knowledge and experience with data management and integration, data warehouses, data visualization tools, and business intelligence.

Additional Requirements:

Possession of a valid California Class C Driver's license may be required. Independent travel between work sites or facilities may be required.



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Performance Expectation/Mission:

Shares in and displays a commitment to the mission and philosophy of the University in providing excellent IT service. Actions and decision-making exemplify the mission, demonstrate cultural sensitivity, dedication, compassion and are in the best interests of CNU, its faculty and students.

Teamwork:

A Data Analyst demonstrates the ability to work harmoniously with others to accomplish tasks, promotes positive work environment and respect for others; resolves issues and conflicts. This position is required to communicate effectively with others and provides constructive suggestions to improve team performance.

Leadership: Acts in a self-directed manner; takes action before being directed by others or forced by events. Seizes opportunities and is proactive in avoiding potential problems.

Applicants should submit:

- Cover letter of interest that address qualifications, experience and career goals
- Resume
- List of professional references

Please send application materials to hr@cnsu.edu. Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encourage to apply. For more information please visit our website at www.cnsu.edu.