Delta Sigma Theta Sorority, Incorporated

A Service Sorority Founded in 1913

V A C A N C Y A N N O U N C E M E N T

TITLE:	Institutional Research Analyst	OPENING DATE:	December 12, 2016
DEPT:	Technology Services	CLOSING DATE:	Open Until Filled
WORKSITE:	1707 New Hampshire Av., N.W. Washington, DC 20009	NO. OF VACANCIES:	One (1)
SCHEDULED HOURS:	Full-time, 40 hours per week		
SALARY:	Commensurate with experience, plus benefits	FLSA CLASSIFICATION:	Exempt

POSITION PURPOSE AND SUMMARY

Under the supervision of the Director of Technology Services, the Institutional Research Analyst provides accurate knowledge, data and information for required reports, outcome measures, and works closely with the Institutional Research Task Force to assure accurate and consistent data is always provided as it relates to Delta Sigma Theta Sorority, Inc.

DUTIES AND RESPONSIBILITIES

1. Monitors system processes to ensure accuracy of data posting.
2. Coordinates with staff to run queries, to identify data discrepancies and to ensure integrity of data.
3. Provides functional assistance to end users via help desk services.
4. Works with end users to determine approach to address identified issues.
5. Analyzes requests to determine appropriate methods to retrieve data.
6. Works closely with the Institutional Research Task Force to analyze quantitative and qualitative data regarding the sorority's members, programs, and influences.
7. Performs other duties as assigned.

REQUIRED QUALIFICATIONS

1. Bachelor's Degree in Computer Science or related field.
2. Minimum three years of experience in nonprofit as well as two (2) years' experience using complex computer software appropriate for institutional research (SPSS, SAS, R Analytics, MS Excel, etc.)
3. A record of working independently, exercising good judgment and using good decision making skills; working well under pressure
4. Good interpersonal skills to work with people throughout the organization and people from outside the organization.
5. Working knowledge of data security including FERPA, HIPPA, PCI, etc.

QUALIFICATIONS CONSIDERED A PLUS

1. Experience writing SQL statements within SSRS
2. Knowledge of the iMIS system
3. Knowledge of the Survey Monkey Enterprise solution
4. Knowledge of the Qualtrics Platform

WORKING CONDITIONS

1. Must be able to work after normal business hours and weekends when necessary to complete work demands, especially when assisting with preparing for a meeting or event.
2. Must be able to travel to out-of-town meetings, regional conferences, national conventions and event locations.
3. Work is performed in an office/sedentary environment; however, the work may require climbing up and down stairs; bending and stooping and exerting 10 pounds of force in lifting, carrying, pushing, pulling or otherwise moving files and other materials.

This position is located at the National Headquarters of Delta Sigma Theta Sorority, Inc., 1707 New Hampshire Avenue, N.W., Washington, DC 2000.

Before applying, please visit our website at deltasigmatheta.org to familiarize yourself with our mission.

To apply for this position, indicate the title of the position and submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement, along with a cover letter that specifically states your salary requirements.

Submissions that do not include all of the requested information will not be considered.

Delta Sigma Theta Sorority, Inc. 1707
New Hampshire Avenue, N.W.
Washington, DC 20009
Attn: HR Manager
Or email: hrmanager@deltasigmatheta.org