

ILLINOIS

Extension

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES



Data Analyst

POSITION OVERVIEW

The Data Analyst serves as a regular, full time, 12-month position with primary responsibility for collecting, managing, and archiving data, creating and analyzing reports, creating custom reporting mechanisms, and sharing findings with various organizational units. This position will work with U of I Extension Units, program leaders, Director of Program Planning & Assessment, and others to understand existing and new reporting needs, define outreach metrics that measure community impact, and report quantitative data in meaningful and impactful ways, along with building upon established reporting metrics and, with our development team, create a new Data Warehouse and ongoing new data sets for future reporting.

One full time position is available

Location: Urbana-Champaign Campus

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, a CANTS check, and a review of the Registered Sex Offender list, will be conducted.

RESPONSIBILITIES

- Build, customize and publish interactive reports, visualizations, and dashboards
- Create and maintain meaningful dashboards to support our Educator and Business Teams, marketing, deliver new insights, and enhance workflow Create action filters, parameters, and calculated sets for dashboards and worksheets.
- Create and maintain metadata and data dictionaries
- Oversee performance tuning and optimization to ensure interactive, accessible reporting for customer-facing employees
- Work with commercial, custom, and proprietary interfaces to build data reports
- Develop conceptual designs of dashboards and other reporting solutions
- Work with internal stakeholders to understand reporting needs and deliver new data sets to support future reporting work with development team to define custom report delivery software
- Gather requirements, understand business and community impact, and define end deliverables
- Monitor performance and usage metrics of reporting to ensure quick access, accuracy of information, and relevance of all reporting
- Define requirements for data not currently available for reporting and Investigate the availability of data for reporting
- Utilize blended data from multiple sources to discover new visualization opportunities.
- Provide training with stakeholders on how to understand the data and transfer it to strategic information.
- Develop and improve Extension website analytics gathering, analysis, and reporting to stakeholders Support Web strategy with gathered data and provide training for understanding data
- Develop web analytics dashboards for internal Extension impact reporting by team or area.

APPLICATION DUE

January 28, 2020

PROPOSED START DATE As soon as possible after the closing date

SALARY

Commensurate with experience

TO APPLY

Go To:

<http://go.illinois.edu/126857>

Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references.

MORE INFORMATION

The position is a full-time, benefits-eligible, civil service Information Technology Technical Associate position appointed on a 12-month service basis.

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- Serve as Tier 2 support for data reporting services to resolve customer issues to satisfaction. Collaborate with web team members to provide excellent customer service.
- Comply with Affirmative Action Equal Opportunity policies and guidelines in all aspects of University work and responsibilities. Assist unit staff with data collection for Affirmative Action, Gender, and Targeted reports if needed Other duties to further the mission of University of Illinois Extension as assigned.
- Assume additional related responsibilities to enhance and further the mission of the unit.

QUALIFICATIONS: REQUIRED:

- Two years of progressively more responsible work experience in an Information Technology (IT) related profession. College course work which included Information Technology (IT), IT Management, or a closely related discipline may be substituted as follows: 60 semester hours or Associate's Degree equals one (1) year, 90-120 semester hours or Bachelor's Degree equals two (2) years

PREFERRED:

- Master's degree in Information Management, Information Science, or related field.
- Education and/or Experience developing dashboards using data visualization tools.
- Education and/or Experience with web analytics and google analytics reporting with content strategy
- Education and/or Experience with processing data requests to solve technical problems for stakeholders
- Education and/or Experience closely working with diverse groups (ie. stakeholders, developers and student workers) in a team environment
- Education and/or Experience with Relational Database platforms such as SQL Server
- Minimum 2 years of related professional experience or higher education credits equivalent in data analytics.
- Experience creating marketing analytics reports, incorporating web, social media analytics, and CRM derived performance data.
- Experience determining Data Strategy to use, scheduling data refreshes, and creating efficiencies when dealing with large data sets.
- Experience writing complex calculations and parameters within Tableau.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of data cleaning using OpenRefine tool.
- Working knowledge of data analysis, modeling, data mining and reporting tools such as Weka, XPath, and Atlas.ti.
- Working knowledge of data coding language such as Python, R, Java or Datalog.
- Strong understanding of advanced Tableau features including calculated fields, parameters, table calculations, row-level security, joins, data blending, and dashboard actions.
- Knowledge of data warehousing concepts.
- Knowledge of Search Engine Optimization best practices and related web analytics tools and practices.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify [employment eligibility](#).

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply. For more information, visit go.illinois.edu/EEO.

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Data Analyst

- Knowledge of University systems.
- Knowledge of University of Illinois Extension and its functions.

ENVIRONMENTAL DEMANDS:

To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting hr@aces.illinois.edu.

APPLICATION PROCEDURE:

To apply for this position, please create a candidate profile at <https://go.illinois.edu/126857> and upload a cover letter, resume (months and years of employment must be included), and academic credentials (transcripts - unofficial are accepted, or diploma) by **January 28, 2020**. If you already have a profile, you will be redirected to that existing profile via email notification. Please be sure to address how you meet each requirement of the position in your cover letter and/or resume. To complete the application process:

- Step 1) Submit the Staff Vacancy Application.
- Step 2) Submit the Voluntary Self-Identification of Disability forms.
- Step 3) Upload your cover letter, resume (months and years of employment must be included), and academic credentials (unofficial transcripts or diploma may be acceptable) and names/contact information for three references.

An online application will require names and contact information including email addresses for three references. In order to be considered as a transfer candidate, you must apply for the position. Applications not submitted through this website will not be considered. For further information regarding application procedures, you may contact Ashley Grilo (ashleyg@illinois.edu).