



# ILLINOIS

## Extension

### COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES

## Data Analyst

### POSITION OVERVIEW

The Family and Consumer Science (FCS) Data Analyst serves as a regular, full time, 12-month position that supports the SNAP-Education and Expanded Food & Nutrition Education Program (EFNEP) by providing analysis and reporting of data collected within the programs as well as evaluation of publicly available data for program analysis and comparison. The position is part of the Evaluation Team within U of I Extension's Division of Family & Consumer Sciences. The position is administratively responsible to the Associate Dean of Family and Consumer Sciences and programmatically led by the FCS Extension Specialist of Evaluation, while also working with FCS field staff, and others to understand existing and new reporting needs, and to report qualitative and quantitative data in meaningful and impactful ways.

One full time position is available

**Location: Champaign-Urbana Campus**

(Position will be housed in Urbana, IL)

*This is a security 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

- Work under the supervision of the FCS Extension Specialist of Evaluation to understand reporting needs, evaluate programs, and deliver reports utilizing the latest technologies to describe the impact of SNAP-Education, EFNEP, and FCS on individuals and communities.
- Collect, manage, archive, analyze, map, and visualize data, create custom reporting mechanisms, and share findings with various stakeholder groups.
- Provide analysis of publicly available data to inform programmatic decisions and comparison of program results.
- Build, customize and publish interactive reports, visualizations, geo-spatial mapping, dashboards, and other reporting solutions to support grant and program teams, marketing, deliver new insights, and enhance workflow. Create action filters, parameters, and calculated sets for dashboards and worksheets. Utilize blended data from multiple sources to discover new visualization opportunities.
- Create and maintain metadata and data dictionaries.
- Work with the FCS Extension Specialist of Evaluation to outline strategic evaluation and reporting plans, and to define requirements for data not currently available and investigate the availability of data for reporting.
- Conduct reviews of scientific literature to ensure best practices in evaluation and reporting.
- Participate in and contribute to research projects and publications.
- 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.
- 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.

### APPLICATION DUE

September 29, 2020

### PROPOSED START DATE

As soon as possible after the closing date

### SALARY

Commensurate with experience

### TO APPLY

Go To:

<http://go.illinois.edu/136059>

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 Marketing Associate position appointed on a 12-month service basis.

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- Provide training to stakeholders on how to understand the data and transfer it to strategic information.
- Develop and improve SNAP-Education's Eat. Move. Save. website analytics gathering, analysis, dashboards, and reporting to internal and external stakeholders. (5%)
- 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:

- Any combination totaling two (2) years from the following categories:
  - 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, as measured by the following conversion table or its proportional equivalent:
    - 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.
- Experience creating analytics reports, incorporating web, social media analytics, and CRM derived performance data.
- 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 and writing complex calculations and parameters within Tableau.
- Minimum 2 years of related professional experience or higher education credits equivalent in data analytics.
- Experience determining Data Strategy to use, scheduling data refreshes, and creating efficiencies when dealing with large data sets.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent communication and collaboration skills; including the ability to communicate with technical and non-technical users alike.
- Working knowledge of data cleaning methods and tools.
- Working knowledge of data analysis, modeling, data mining and reporting tools.
- Working knowledge of data coding language.
- Working knowledge of geospatial mapping software.
- Strong understanding of advanced Tableau features.
- Knowledge of data warehousing concepts.
- Knowledge of University systems.

*The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.*

*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 that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.*

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## Data Analyst

- Knowledge of University of Illinois Extension and its functions.
- Knowledge of federal nutrition education grants including SNAP-Education and EFNEP.

### 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. A valid driver's license is preferred. 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

### APPLICATION PROCEDURE

To apply for this position, please create a candidate profile at <https://go.illinois.edu> and upload a cover letter, resume (months and years of employment must be included), and academic credentials (transcripts - unofficial are accepted, or diploma) by **September 29, 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 Caitlin Kownacki ([caitlink@illinois.edu](mailto:caitlink@illinois.edu)). For questions about the application process, please contact 217-333-2137.