



Data Analyst

WE TRANSFORM LIVES

Everything we do is designed to improve the quality of life of the people in the state of Illinois, across the nation, and around the world. We discover, develop, translate, and disseminate knowledge to address societal concerns and train the next generation of experts and leaders in a way that empowers them to expand the boundaries of science to higher levels of understanding and influence.

Be a part of our story. Through learning partnerships that extend knowledge and change lives, University of Illinois Extension provides educational programs aimed at making life better, healthier, safer, and more profitable for individuals and their communities. Illinois Extension has operated continuously for more than 100 years connecting the citizens of Illinois to their land-grant university by providing educational programming around the state. University of Illinois Extension is based in the College of ACES and works with all colleges and units of the University of Illinois at Urbana-Champaign.

The Data Analyst serves as a regular, full time, 12-month position with primary responsibility for working with the Director of Program Planning and Assessment to enhance the data infrastructure that supports planning, assessment, and reporting across Illinois Extension. This position will utilize best practices for data management and visualization to uphold high quality data standards for reporting Extension's footprint, impact, and value.

One full-time position is available.

Location: Urbana-Champaign Campus

Position will be housed in Urbana, IL

Position Overview

- Identify, collect, import, and organize data from disparate systems, both internal and external to Extension
- Use programming languages, software, and tools (e.g. SQL, Python, R, Excel, etc) to Extract, Transform, and Load data from various databases and data sets.
- Develop and maintain automated processes to detect and communicate inconsistencies in data reported by program staff to Extension data systems (ongoing/quarterly)
- Create and maintain documentation of data processes and infrastructure, including metadata and data dictionaries for Extension databases and dashboards
- Build, customize, publish, and maintain interactive reports, visualizations, dashboards, and geo-spatial mapping to enable program staff and stakeholders to understand Extension's impact and value
- Utilize blended data from multiple sources to develop new visualization opportunities
- Create action filters, parameters, joins, unions, blends, and calculated sets for dashboards and worksheets
- Work with commercial, custom, and proprietary interfaces to build data reports (e.g. Tableau, PowerBI, Web Applications, etc)

Application Due

January 19, 2022

Proposed Start Date

As soon as possible after the closing date

Salary

Commensurate with experience and qualifications

To Apply

Go To: <http://go.illinois.edu/156829>

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. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

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

- Apply basic descriptive statistical analyses to program evaluation data including means, medians, frequencies, chi-squares, correlations, t-tests, and one-way ANOVAs
- Comply with all Affirmative Action/Equal Employment Opportunities policies and guidelines in all aspects of Extension work; support data collection for NIFA Civil Rights reporting
- 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 or coursework 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:

- Bachelor's degree in informatics, business analytics, information technology, data science
- Experience creating analytics reports, incorporating data elements from diverse sources
- Experience working with stakeholders and end users to develop data interfaces and dashboards
- Education and/or experience working with relational database platforms such as SQL Server
- Experience determining data manipulation or analytic strategy to use, scheduling data refreshes, and creating efficiencies when handling large data sets
- Experience with accessing and using publicly available data sets (e.g. Census)
- Experience using statistical programming software (e.g. R, Python, SPSS)
- Experience with creating accurate and complete documentation for processes and datasets
- Experience with mapping programs such as ArcGIS

Knowledge, Skills, and Abilities:

- Excellent communication and collaboration skills, including the ability to communicate with technical and non-technical users.
- Working knowledge of ETL (Extract, Transform, Load) methods and tools to clean, deduplicate, and key/rekey data.
- Working knowledge of data analysis, modeling, data mining, and reporting tools.
- Strong understanding of principles of dashboard design for effective communication and positive UX.
- Strong understanding of advanced Tableau features.
- Proficiency with Microsoft Office products including Word, Excel, Access, and Teams.
- Excellent attention to detail and ability to effectively multi-task.

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

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct](#) in Prior Employment. 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>.

University of Illinois faculty, staff and students are required to be fully vaccinated against COVID-19. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes.

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

Applications must be received by **January 19, 2022**. Apply for this position using the “Apply for Position” button (<https://go.illinois.edu/156829>). If you have not applied before, you must create your candidate profile at <http://jobs.illinois.edu>. 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.

In order to be considered as a transfer candidate, you must apply for this position using the “Apply for Position” button. Applications not submitted through this website will not be considered. For further information about this specific position, contact Ashley Grilo (ashleyg@illinois.edu). For questions about the application process, please contact 217-333-2137.

Out-of-state candidates must establish Illinois residency within 180 calendar days of the start date for this position. Illinois residency requires proof of a valid Illinois Driver’s License or state of Illinois ID Card. Failure to produce the required documentation within 180 calendar days will result in immediate termination of employment.

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