

This Data & Reporting Analyst Senior maintains NAU's Professional Education Programs (PEP)' data sources, spreadsheets, tools used for data analysis to provide responses to official reports, surveys, or data requests. Oversees data checks for PEP's data reporting system and quality assurance system to support accuracy.

See full duties list on the NAU Careers Page:

Completing, co-writing responses, reviewing/validating, and submitting internal, state, federal (i.e. Title II reports), and national accreditation reports including updating and maintaining the data and information on the unit's program evaluation webpage.

Creating data reports using applications, softwares, and platforms (such as Business Objects, query viewer in PeopleSoft, SalesForce, Qualtrics, SharePoint, Microsoft Office) for state, federal, national accreditation related to unit-level data, program-level data, and the Arizona Teachers Academy.

Development, and implementation of the technical procedures for PEP's quality assurance system implement data reporting/assessment system & technical system issues

Managing the Governor's Teachers Academic (GVTA) student group for the Arizona Teachers Academy at NAU, updating and maintaining list of PEP programs as well as system flags (e.g., NCATE flags) and student groups to ensure all current and historical PEP programs are properly flagged for reporting.

Overseeing the implementation and extraction of unit- and program-level assessments and data used for internal, state, federal, and national accreditation reports including providing reports to internal stakeholders.

Serving as an assessment and instructional design expert to support faculty in program evaluation work.

Providing data reporting and assessment support to internal and external stakeholders.

Background Information

This position has been identified as a safety/security sensitive position. Therefore, per AZ Revised Statute, Northern Arizona University requires satisfactory results for the following: a criminal background investigation, employment history investigation, degree verification (in some cases) and fingerprinting. If you are applying for a job that requires a CDL, you will be required to register with the Federal Motor Carrier Safety Administration Drug & Alcohol Clearinghouse and adhere to the clearinghouse requirements. Additionally, as an employer in the state of Arizona, NAU is required to participate in the federal E-Verify program that assists employers with verifying new employees' right to work in the United States.

Salary

Salary range is \$ 63,000- \$64,000 . Annual salary commensurate with candidate's qualifications and related experience.

FLSA Status

This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and therefore will not earn overtime or compensatory time for additional time worked.

Benefits

This is a Classified Staff (CLS) position. Please see NAU.edu for full benefits package available for this position.

NAU will not provide any U.S. immigration support or sponsorship for this position.

Application Deadline is September 11, 2023 at 11:59 p.m.

Please visit NAU.edu/Careers. You must submit your application by clicking on the "Submit" button by midnight of the application deadline. If you are an individual with a disability please contact the Disability Resources Office at 928-523-8773, DR@nau.edu, or PO Box 5633, Flagstaff AZ 86011.