



HOWARD COLLEGE

Human Resources Office

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POSITION NOTICE BIG SPRING SITE

POSITION: District Senior Data Analyst for Institutional Research #508

NOTE: OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS, DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

**EXPERIENCE AND OTHER
QUALIFICATIONS REQUIRED:**

Bachelor's degree required or specialized training. Additional education will be recognized. Ten (10) years related experience preferred. Supervisory and training skills; ability to work with and influence individuals with whom there is no direct reporting relationship; proficiency managing complex, long-term projects while maintaining sensitivity to demands of the academic calendar; ability to communicate knowledge orally, in writing inter-personally, and graphically; experience using a variety of computer software and web-based information systems; and ability to maintain poise and self-assurance under pressure.

DESCRIPTION OF JOB DUTIES: Responsibly for leading and overseeing all aspects of institutional research activities to support data-informed decision-making, strategic planning, and institutional research initiatives. Play a key role in data governance and compliance, ensuring alignment with SB 475 (Texas data security law) in collaboration with the CIO and Chief Technology Systems/Data Security Officer. The position directs a broad institutional research program, including student outcomes research, strategic planning analytics, needs assessment, cost-benefits analysis, policy analysis, and survey research.

SALARY: \$67,814 - \$75,370

POSITION AVAILABLE: Immediately

TO APPLY: Submit completed employment application and materials at:
<https://.howardcollege.edu/careers/>

POSTED: April 7, 2025

It is the intent of the Howard County Junior College District not to discriminate nor tolerate discrimination or harassment against any legally protected category, class, characteristic, or on the basis of any other legally protected status in its employment policies, procedures, and processes to ensure employees and applicants are treated fairly and respectfully.

"Howard College, For Learning, For Earning, For Life!"

www.howardcollege.edu