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**JOB POSTING
OFFICE OF HUMAN RESOURCES
June 2, 2026**

TITLE: Data and Reporting Analyst

DEPARTMENT: Institutional Effectiveness

DIVISION: Academic Affairs

STATUS: Exempt

Note: As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

Salary: \$65,000 to \$70,000 annually

Start Date: 9/1/2026

BENEFITS:

- Medical Dental Vision Health Savings Account Flexible Spending Account
- College Paid Life, AD&D, LTD insurance Generous PTO 12 Paid Holidays
- TIAA Retirement with 8% college contribution after one year of employment
- Free EAP Counseling Services Free Chiropractic Care

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.

GENERAL DESCRIPTION: Reporting to the Associate Provost of Institutional Effectiveness and Compliance the Data & Reporting Analyst mainly focuses on using statistics and data analysis methods to help determine compliance and improve processes. The position is a full-time appointment requiring service to the College divided among academic excellence, leadership, and professional best practices. This position plans, implements, and advances quality systems at all levels of the organization.

Organizational Relationships:

1. Reports to the Associate Provost of Institutional Effectiveness and Compliance (APIEC).
2. Responsible for the integration of quality improvement activities with Academic Affairs programs and extra-divisional departments.

General Responsibilities:

1. Responsible for developing, collecting, analyzing, and managing data.
2. Generate reports based on analysis of data.
3. Develop, define, and document current processes leading to a quality management system and process improvement.
4. Responsible for assigned reporting and compliance activities.
5. Conduct surveys for benchmarking and process improvement.
6. Provide training and consultation about quality improvement systems, processes, and tools.
7. Participate in and support College committees and task forces, as assigned.
8. Interact effectively and courteously with diverse constituencies.
9. Other duties as assigned.

Specific Duties and Responsibilities:

1. Data Collection & Management:
 - a. Migrate data and set up appropriate databases using provided/requested resources.
 - b. Extract, clean, and integrate data from multiple sources (Student Information Systems: Jenzabar One; ERP systems; Learning Management System: D2L; state/national databases – IPEDS, IDEX, etc.).
 - c. Maintain data warehouses, dashboards, and institutional data dictionaries.
 - d. Coordinate and administer institutional surveys (Employee and Student satisfaction, internal climate surveys, etc.).
2. Reporting & Compliance:
 - a. Prepare mandatory federal/state reports (IPEDS, state accountability reports, Common Data Set).
 - b. Provide data and analytics for regional/national accreditation (MSCHE) and program-specific accreditation (CCE, ARC-PA, JRCERT, etc.).
 - c. Respond to ad-hoc data requests from senior leadership, academic departments, and external stakeholders.
3. Analysis & Institutional Insights:
 - a. Conduct statistical analyses (descriptive, inferential, predictive modeling, cohort tracking, retention/graduation rate analysis).
 - b. Analyze student success metrics: enrollment trends, retention, completion, transfer, equity gaps, course success rates.
 - c. Support strategic planning, program review, and learning outcomes assessment with evidence-based reports.
4. Data Visualization & Communication:
 - a. Design and maintain interactive dashboards (Power BI, Tableau, etc.).
 - b. Create clear, executive-level reports, fact books, and data stories.
 - c. Present findings to faculty committees, leadership, and board of trustees.
5. Assessment Support:
 - a. Assist academic and non-academic units with assessment of student learning outcomes and administrative objectives.
 - b. Track assessment plans and “close the loop” reporting for continuous improvement.
6. Data Governance & Quality:
 - a. Participate in or help lead data governance committees.
 - b. Ensure data accuracy, integrity, and compliance with FERPA, HIPAA, and other regulations.

Methods of Accountability:

1. Verbal and written communications with the APIEC.
2. Compliance with College protocols.
3. Performance evaluations by the APIEC.

Mental and Physical Requirements:

1. Effective and professional verbal and written communication skills. Strong written and oral communication (ability to translate data for non-technical audiences).
2. Professional demeanor.
3. Proficiency in: SQL, SPSS, SAS, R, or Python; Excel (advanced).
4. Fluency with Microsoft Office programs (Word, Excel, PowerPoint, Outlook) and various quality software programs .
5. Fluency with MS Power Business Intelligence (PowerBI) or Tableau, and Survey creation and administration software such as MS Forms, Survey Monkey, Qualtrics, etc.
6. Ability to manage stressful situations in a fast-paced, multi-task work environment.

Education, Training and Experience:

1. Knowledge of quality improvement tools, statistical techniques and quality systems.
2. 2-7+ years of experience with statistical analysis, interpretation of findings, and report writing required.
3. Knowledge of higher education data standards (IPEDS, accreditation requirements).
4. Experience with survey design, both qualitative and quantitative.
5. Ability to analyze data and exercise sound decision making.
6. Bachelor's degree in applied research (statistics, data science, higher education administration, or social sciences) required. Master's degree preferred.
7. Experience in higher education preferred.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.