



Position Title: Database and Report Analyst, STEM-Ladder
Reports To: Program Director, STEM-Ladder
Department: School of Science
Prepared By/Date: Donna French/10-18-2011
Approved By/Date: Laura Iglesias/04-11-2012
Revised: Donna French/04-09-2012
Job Code: 0702
Job Group: PEC
Salary Grade: 15
FLSA Status: Exempt

Summary:

This position manages the collection and processing of the STEM Ladder program students' data and statistics with the purpose of submitting reports to the Director, Managers, MDC and U.S. Department of Education.

Essential Duties and Responsibilities:

- Develops and manages a database for the students' data collection and analysis
- Collects and reviews data to be entered into the program database
- Manages and keeps filing records as backup documentation for all data entered into the database
- Works closely with Program Director on data integration and analysis
- Researches and gathers critical information to measure the effect and impact of the STEM program interventions
- Prepares statistical graphs, reports, and empirical studies that measure program effectiveness on targeted program outcomes
- Accesses and compiles data points and inputs necessary for research goals
- Trains staff on the use of the database and other software utilized to provide information about the program outcomes
- Works closely with External Evaluator to evaluate and monitor project performance and outcomes
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of computer network systems and installation of operations systems
- Knowledge of database development and management, program software, MS Office, (MS Excel, MS Power Point, MS Word) and basic knowledge of Networks systems
- Knowledge of statistical procedures and analysis
- Possess excellent written and oral communication skills
- Ability to work a flexible schedule which may include evening and weekend assignments
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee may occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in technology related field and two (2) years of experience including active internet search with use of Government sites and others; or Bachelor's degree in technology related field and six (6) years of experience including active internet search with use of Government sites and others

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name