CHSU CALIFORNIA HEALTH SCIENCES UNIVERSITY

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Job Title:	**Data Analyst, University**
Job Description:	Under the general direction of the Director of Information Technology, and reporting to the Information Systems Manager, the Data Analyst will be responsible for interpreting data, analyzing results, and providing actionable insights to drive the informed decision-making across the University. The Data Analyst will work closely with stakeholders to understand their data needs, develop analytical solutions, and present findings in a clear and concise manner. The incumbent will help to maintain the productivity of IT users and improve student, faculty, and staff satisfaction by developing and documenting effective processes and procedures.
Reports to:	Information Systems Manager, Information Technology
Classification:	Staff, Full Time, Non-Exempt

Essential Duties:

- Extract, transform, and load (ETL) data from various sources.
- Clean and preprocess data to ensure accuracy and consistency
- Develop scripts and workflows to automate data collection and processing tasks.
- Validate data accuracy, completeness, and integrity.
- Identify and address data quality issues and discrepancies.
- Implement data quality controls and monitoring mechanisms.
- Stay abreast of industry trends, best practices, and emerging technologies in data analytics.
- Participate in training programs and professional development opportunities.
- Share knowledge and insights with colleagues to foster a culture of continuous learning.
- Performs other related duties as assigned to support departmental and organizational goals

Qualifications/ Education:

Education:
- Bachelor's degree in Information Technology, Computer Science, Statistics, Mathematics, or Business Administration (Required*)
- Post Baccalaureate certification or Master's degree, preferred
- Relevant professional certifications or training, i.e. Data Analysis courses through educational institutions, Coursera, DataCamp, Udemy, edX, Google, etc.

Skills & Experience:
- Proven experience in data analysis, business intelligence, or related roles.
- Proficiency in data analysis tools and programming languages (e.g., SQL, Python, R, etc.).
- Strong analytical and problem-solving skills with attention to detail.
- Excellent communication and presentation abilities.
- Ability to work independently and collaboratively in a fast-paced environment.
- Experience with data visualization tools (e.g., Tableau, Power BI, etc.) is a plus.
- Knowledge of machine learning and data mining techniques is desirable.
- Ability to identify potential issues and determine best solutions
- Ability to adapt to changing conditions, assignments, and deadlines
- Clear and concise understanding of technical data
- Effective verbal and written communication skills

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- Efficient and effective time management skills;
- Ability to maintain confidentiality, exercise good judgment, and act professionally, sensitively, and with a high level of discretion
- Ability to systematically prioritize and complete multiple projects simultaneously and work with deadlines; keep track of multiple projects and ensure timely follow-up

Compensation: CHSU offers a competitive benefits and compensation package. Hourly range for this position is $32.69 - $45.67 however, salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Data Analyst** in the subject field of the email.

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CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.

8/14/25