



## DATA ANALYST

The San Antonio Education Partnership, a non-profit 501(C)(3) organization, seeks an experienced professional to serve as Data Analyst.

The Data Analyst will be responsible for the day-to-day configuration, support, maintenance and improvement of San Antonio Education Partnership's (SAEP) database as well as clean and analyze data, build tools to automate data processing, and ensure data integrity. Working closely with Executive Director, Chief of Development and Outreach, Chief Financial Officer, and Program Director and Managers, the Data Analyst will identify, develop, and deploy processes for data collection and analysis to articulate impact and inform decision-making across the agency in support of the mission to create college opportunities, access, and success for our community. Must consistently demonstrate SAEP core values of communication, integrity, excellence, respect, innovation, and teamwork.

### **The San Antonio Education Partnership**

Since 1989, the underrepresented and underserved students in San Antonio have been given the opportunity and confidence by the San Antonio Education Partnership to experience the dream and success of attending and graduating from college. The goal of the Education Partnership is to close the college graduation gap for San Antonio by having its students graduate from high school, enroll in college, and earn a college degree and/or certificate.

### **Responsibilities**

- Serve as data administrator for each digital database and tool across SAEP to include their use and functionality by SAEP leadership, management, and staff. These tools currently include Salesforce, FormAssembly, and Signal Vine.
- Responsible for adding and managing new users, including monitoring user roles, profiles, and permissions.
- Perform database upgrades and ongoing maintenance tasks, including diagnostic tests and duplicate entry cleansing.
- Manage the user experience and setup of user interfaces, including fields, custom objects, record types, and page layouts.
- Design, build, and iterate tools and processes, including dashboards and reports, that help agency use data to articulate impact and inform programmatic and financial decisions.
- Test, validate, and evaluate data visualizations for accuracy, performance, and alignment with agency priorities.
- Execute ad-hoc analysis requests and serve as a strategic partner by resolving end-user questions in a timely, friendly, and proactive manner.
- Provide capacity building and technical support to leadership and staff regarding data collection and data management to ensure data integrity.
- Develop and provide training to leadership and staff on the use, manipulation, and analysis of interactive data visualizations.
- Oversee and coordinate projects and activities involving data between high schools, school districts, higher education institutions, community-based organizations, governmental entities, private sector representatives, SAEP staff, and others.
- Gather local, state, and national data on college readiness, access, enrollment, and completion to use as benchmarks for SAEP program performance.
- Partner with leadership and management to plan and prioritize short-term and long-term analytic needs.

- Contribute to creating and nurturing a workplace culture that is consistent with SAEP's mission, vision, and values.

### **Qualifications**

- Bachelor's Degree from an accredited college in data analytics, computer science, statistics, mathematics, economics, social science research or related field.
- Content knowledge of and experience with college and career advising techniques and procedures preferred, specifically for under-resourced communities.
- Experience in analytics and visualization.
- Experience with programming languages, preferably SQL.
- Experience entering data and cleaning, validating, and manipulating large datasets.
- Experience working with Salesforce, FormAssembly, and Signal Vine.
- Natural affinity for technology and a love of data.
- High attention to detail.
- Problem-solver approach to challenges; willingness to learn new things and eagerness to acquire new skills with a mindset of continuous improvement.
- Well organized and self-motivated with good time management skills.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Excellent skills in Microsoft Word, Excel, Powerpoint, and Adobe.
- Deep understanding of and commitment to San Antonio Education Partnership mission.
- Valid driver license and insured personal vehicle; provide proof of minimum state-required insurance indicating individual insured for the specific vehicle to be used for work travel.

### **Working Conditions**

- This position may require occasional evening and weekend hours

### **Physical requirements**

- Subject to sitting, standing, and walking to perform the essential job functions

### **Direct Reports**

No direct reports

### **To Apply**

Qualified candidates should forward a letter of interest, a resume, and 3 references by 1/17/2023 to:

**San Antonio Education Partnership**

**Attn: Nangie Lowrie**

[nlowrie@saedpartnership.org](mailto:nlowrie@saedpartnership.org)

**Salary: \$52,000 – 65,000 + full time benefits to include medical, dental, life insurance, generous Paid Time Off policy**

*The San Antonio Education Partnership is an Equal Employment Opportunity Employer*