



Job Description

Job Title:	Data Analyst
Department:	Enrollment & Student Services
Job Category/ FLSA Status:	Administrative/Exempt
Accountability:	Executive Director, Enrollment & Student Services
Authority:	As Assigned
Funding Disclaimer:	This position is funded, in whole or in part, by an external federal grant. Employment is expressly contingent upon the ongoing availability, receipt, and continuation of these grant funds. The reduction, exhaustion, or elimination of these funds may result in the modification or termination of this position.

Position Description:

The Data Analyst is primarily responsible for the collection, analysis, and reporting of data to ensure compliance with the Title III Part A, Strengthening Institutions Program (SIP) grant (approximately 75% of role responsibilities). This includes tracking grant objectives, student outcomes, and performance indicators, and producing required federal reports. The remaining responsibilities (approximately 25%) include supporting institutional reporting requirements such as IPEDS, Gainful Employment (Transparency Act), accreditation reporting, NC-SARA reporting, and other federal and state compliance mandates. This position supports institutional effectiveness, planning, and decision-making by providing accurate and timely data aligned with the College's mission and strategic priorities.

Major/Essential Functions:

- Leads all data collection, validation, analysis, and reporting activities for the Title III Part A (SIP) grant (~75%), including APRs, performance measures, and compliance documentation.
- Coordinates applied research and reporting for the Title III Part A, Strengthening Institutions Program (SIP) grant and follows up with students in order to assist with their re-enrollment and perseverance at the College.
- Assists with institutional planning, policy formulation and decision-making. Works with CBS departments to develop surveys and assessment materials.
- Monitors operational activities to meet goals, ethics and guidelines, and to ensure compliance with state and federal grants as well as regulations, and accreditation standards.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.

Duties/Responsibilities:

- Provides direction, reporting and administrative management in all aspects of data analysis especially related to the Title III Part A, Strengthening Institutions Program (SIP) grant.

- Identifies target students of the grant and contacts them to encourage them to re-enroll in the college or persevere
- Responsible for compiling, analyzing, and submitting accurate institutional data to fulfill federal and state compliance mandates. This includes preparing required data sets for federal reporting (IPEDS, Gainful Employment under the Transparency Act), state reporting, accreditation bodies, NC-SARA, and the Student Tuition and Transparency System (STATS).
- Assists the college by providing reliable, relevant, and quality data and information to facilitate planning, budgeting, accountability, program evaluation, and development of policy decisions.
- Analyzes and interprets institutional and environmental data and performance measurements to aid executive administrators and college staff in planning and decision-making and formulates analytical summaries, findings, and recommendations for action and further study
- Develops and administers dashboards to communicate performance outcomes and assists management in operational decision making.
- Conducts and facilitates business process assessment, documentation and process improvement.
- Works to enhance effective data and information flow within the college to enhance institution-wide data collection
- Establishes measures of excellence in conjunction with academic and nonacademic departments, analyzing / measuring results and monitoring progress.
- Coordinates the preparation and completion of surveys and questionnaires as requested by external agencies.
- Conducts focus groups for assessments and research.
- Provides historical and current data about the college, its students, programs, personnel, resources, etcetera in response to internal and external requests.
- Provides critically important reporting, assessment, benchmarking, planning and public information services to support and respond to the needs of the college.
- Works closely with senior administrators in system data requirements for external agency reporting and compliance.
- Performs related duties as required.

Qualifications:

Required:

- Master's Degree from an accredited institution of higher education and 5 years of related experience or the equivalent.
- Is a committed Christian and in good standing with a local church.
- Is in complete agreement with the doctrinal position (items 1-8) of the college (including but not limited to the CBS Doctrinal Statement, The CBS Statement on Biblical Gender Roles, The CBS Biblical Statement on the Sanctity of Human Life, The CBS Biblical Statement on Human Sexuality and the CBS Definition of Marriage) and able to sign its doctrinal statement without reservation.
- Demonstrated experience with federal grant reporting (preferably Title III or similar programs).
- Experience with IPEDS or other federal/state reporting systems.
- Strong understanding of data compliance, audit processes, and regulatory reporting standards.

Preferred:

- Doctorate Degree from an accredited institution of higher education and 5 years of related experience or the equivalent.
Direct experience managing Title III Part A (SIP) reporting and compliance.

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):

- Knowledge of instructional research.
- Flexible, cooperative attitude necessary to work with traditional and non-traditional students
- Understand accreditation, institutional research issues, and academic administration
- Proficient with computer applications
- Excellent communication and interpersonal skills.
- Ability to complete statistical analysis and research
- Excellent communications, academic and administration skills
- Ability to effectively communicate with administrators and external agencies.
- Ability to define problems, collect data, establish facts and draw valid conclusions and recommendations.
- Ability to manage multiple projects simultaneously while achieving goals and objectives.
- Ability to work independently as well as interact and work well with others in a team and individual basis.
- Ability to set goals and prepare and administer plans and programs.
- Organizational and administrative skills to care for vast amounts of detail.
- Proficiency in use of Microsoft Word and Excel, PowerPoint, Internet, and email.
- Ability to effectively communicate in a student teaching environment.
- Inspire, respect, trust and motivate others to perform well.
- Skilled in the assessment and development of education products and services

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

- Effective utilization of available resources.
- Prepare annual, quarter and monthly reports for internal and external constituents.

Mobility/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 regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 10 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

- Normal office environment with extended work hours during key periods and to meet project deadlines.
- Travel as necessary to attend local and national events, development opportunities and conferences.
- May work under an approved Flexible Work Arrangement (FWA).

Security Sensitive: Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.