



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement – Search Reopened

Posting Date: December 15, 2021

Closing Date: January 5, 2022

POSITION: GRANT OUTCOMES ANALYST

THIS IS AN AT-WILL POSITION FOR WHICH THE ATTAINMENT OF NON-PROBATIONARY STATUS (TENURE) IS NOT AVAILABLE. CONTINUED EMPLOYMENT CONTINGENT UPON FUNDING.

QUALIFICATIONS:

- ◆ Bachelor's degree in research, business, computer science, or analytical field of study **required**; Master's degree *preferred*.
- ◆ Minimum of two years of related experience **required**.
- ◆ Minimum of one year of experience and knowledge of data analytics or outcome tracking for reporting **required**.
- ◆ Demonstrated analytical and organizational skills.
- ◆ Proficiency with spreadsheet and data software (Excel, Access).
- ◆ Excellent oral and written communication skills.
- ◆ Ability to work independently and collaboratively in a group setting.
- ◆ Ability to prioritize multiple projects and meet strict deadlines as part of a fast-paced, problem solving team working with minimum supervision.
- ◆ Ability to establish and maintain effective working relationships with co-workers, faculty, and administrators.
- ◆ Strong knowledge of integrated information systems and structured query language (SQL).
- ◆ Ability to extract data from large databases.
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process.

DUTIES:

- ◆ Collect, extract, and manipulate data from various sources.
- ◆ Conduct data analyses and identify trends and insights from the data.
- ◆ Communicate data findings through required federal reporting for Higher Education Emergency Relief Funding grants.
- ◆ Compile data and complete reports required for federal or state agencies in a timely manner.
- ◆ Provide technical assistance in the collection, analysis, and use of data.
- ◆ Contribute to the development of protocols to support best practices in data governance.
- ◆ Maintain detailed and accurate documentation for grant projects.
- ◆ Collaborate with campus partners to utilize data to make informed decisions.
- ◆ Adhere to effective reporting practices and principles.
- ◆ Serve on College committees and perform other duties as assigned.
- ◆ Comply with all policies of the Alabama Community College System and the College.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:

January 2022

SALARY:

Salary Schedule C-3 – \$40,000 - \$60,000

APPLICATION DEADLINE:

January 5, 2022 – 4:00 P.M.

NOTE: The College will close for the holidays on December 21, 2021 and will reopen on January 3, 2022.

APPLICATION PROCEDURE:

ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT. Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume; and (d) copies of transcripts of postsecondary education.

Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:

**DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. Box 227
GADSDEN, AL 35902-0227
(256) 549-8236
jobs@gadsdenstate.edu**

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

**Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.
More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.**

**The College reserves the right to withdraw this job announcement at any time prior to the awarding.
Any offer of employment is contingent upon a satisfactory criminal background investigation.**

This employer participates in E-Verify.