



POSITION ANNOUNCEMENT

Assessment Data Analyst

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like, and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **Assessment Data Analyst** to advance the University's utilization of assessment and evaluation data in decision-making and planning. The Assessment Data Analyst provides technical support for university assessment functions, including assessment data management and analysis, as well as resourcing units engaged in assessment and evaluation efforts. The analyst reports to the Assistant Vice President for Institutional Effectiveness. The University pay grade for this position is "C". A full complement of benefits is provided, including a health care plan, retirement contributions, and tuition assistance, each subject to associated waiting periods. The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for this position include:

- Administrate the Qualtrics system, managing all institutional surveys
- Administer nationally normed surveys/assessments (e.g., HERI, NSSE)
- Analyze and interpret data from various types of assessments using a variety of statistical methods
- Produce data visualizations (e.g., tables, graphs, dashboards) and narrative analysis to communicate findings
- Assist with general education data management and analysis
- Maintain the currency of academic program assessment dashboards
- Resource academic and co-curricular programs, as well as non-instructional units in data capture, analysis and use to facilitate decision-making and planning
- Attend and resource the Student Learning and Assessment Committee and the institutional Effectiveness Committee, including the preparation and distribution of minutes
- Partner with academic affairs, Assistant Vice President for Institutional Effectiveness, the Director of University Assessment, and the Director of Institutional Research and Accountability to meet university assessment needs
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor's degree in business, education, psychology or other program with strong assessment, evaluation, and data analysis, or in information systems technology preferred;
- Experience in technology training preferred
- Skills using Microsoft Office suite (Excel, PowerPoint, and Word) required and Statistical Package for the Social Sciences (SPSS) preferred
- Quantitative analysis skills are a plus
- Ability to multi-task and prioritize workflow
- Demonstrated ability in collaborative, teamwork skills and working independently
- Excellent verbal and written communication skills
- Professional dress and availability during university working hours (8:00 a.m. – 4:30 p.m., M-F)
- Ability to lift 25 lbs

To be considered for this position, please email a résumé to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene
University Human Resources
800 Martinsburg
Road Mount
Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.