



OFFICE OF THE PRESIDENT
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Data Analyst

The Maine Community College System (MCCS) is seeking a full-time Data Analyst. The Data Analyst studies, extracts, gathers, and analyzes data from various databases and sources; develops reports, summaries, recommendations, and visual representations; serves as a secondary administrator to Tableau Online; provides consultation and technical assistance to a wide variety of clients; advises and assists clients in determining the appropriate analytical methodology to meet their needs and objectives; uses various statistical packages; designs and implements process improvements; and supports the Harold Alfond Center for the Advancement of Maine's Workforce. Duties are performed at various levels within the defined title. This position will be based in South Portland.

MINIMUM QUALIFICATIONS: A BA/BS in Computer Science, Data Science or related field and two years of experience in data analysis, data visualizations, and/or SQL programming. An equivalent combination of experience, education, and training will be considered.

KNOWLEDGE, SKILLS, AND ABILITIES (*include but not limited to the following*):

Knowledge of data management and reporting systems such as Microsoft SQL Server, Tableau, Jenzabar, or Banner using programming tools such as SQL or SAS; knowledge of data practices, procedure development, and quality control/auditing; skill in data visualization, manipulation, and presentation using standard programs; ability to evaluate existing data structures and values and design ways to improve data consistency across the system to increase data integrity.

MCCS offers a full suite of benefits including health, dental, vision and life insurance, retirement savings, paid holidays, vacation and sick time.

To apply, please submit a cover letter, a current resume, names, and contact information for three references, and a completed MCCS employment application (available at www.mccs.me.edu) by the close of business on **February 2, 2022**, to:

Data Analyst Search
Maine Community College System
323 State Street
Augusta, Maine 04330 or email hr@mccs.me.edu.

Search will remain open until position is filled.

The Maine Community College System requires COVID-19 vaccination(s) consistent with the requirements of reasonable accommodation.

MCCS is an equal opportunity/affirmative action institution and employer. For more information, please call the MCCS Affirmative Action Office, 629-4000.