JOB INFORMATION

Job Code	CA66
Job Title	Lab Data Analyst, RFID
Pay Grade	AA09
Range Minimum	$45,100
33rd %	$54,133
Range Midpoint	$58,600
67th %	$63,167
Range Maximum	$72,200
Exemption Status	Exempt
Approved Date:	4/9/2024 3:34:46 PM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Data Analytics

JOB SUMMARY

The Data Analyst, RFID Lab oversees all aspects of data management and analytics to support programmatic and research operations for Radio Frequency Identification (RFID) within its unit and to external partners.

RESPONSIBILITIES

- Develops, compiles, and maintains large data sets; collects and analyzes data to provide reports to enhance the mission and goals of the lab. Monitors and assures quality of data and determines how to translate into usable, actionable information for the formation and execution of strategies and measures of success.
- Collaborates with key stakeholders to identify areas for improvement, assess current practices, and develop customized solutions that align with the unit's unique needs and goals. Provides ongoing consultation and support to ensure that the recommended improvements are successfully implemented and yield measurable results.
- Designs standard and customized reports, dashboards and templates that provide an overview of operational, business, and financial data for stakeholders and RFID Lab leadership. Assists in the creation of operational metrics and key performance indicators, using such standards to assist stakeholders in managing business operations to achieve best practices including process improvement, cost savings, revenue generation, spend patterns, and increased efficiencies.
- Develops and communicates with stakeholders, suppliers, business partners, professional organizations, and others in support of program initiatives. Provides support and feedback on business reports to ensure that data is used effectively. Disseminates program outcomes and findings through journal publications, news articles, and conference presentations.
- Establishes policies and procedures for the data governance, data security and integrity, and data definitions for the unit.
- Manages and coordinates data management efforts across the RFID Lab to ensure accurate and consistent reporting including training materials for students and student team management.
- May Travel for recruiting, events, and research as necessary.
- May Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	And	2 years of	Experience in designing, analyzing, and reporting data.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Must be proficient with data tools such as Python, SQL, Excel, Tableau, Power BI, etc.	
Extensive working knowledge of Microsoft 365 tools (Word, PowerPoint, Excel, Power Platform, etc.)	
Excellent communication, written and interpersonal skills.	
Technically capable with the ability to quickly become familiar with hardware, software, processes, and new technologies.	
Basic Knowledge of RF systems and computer networks.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.

Travel Requirements:
In-State; Domestic