Position: Data Analyst, Office of the Vice Provost (Job no: 494652)

Deadline: January 31, 2020

Pay Grade: 29E

The University of Delaware Library, Museums and Press seeks a creative and dynamic individual to work collaboratively with colleagues throughout the organization to foster a culture of continuous improvement and data-informed decision-making. This position has a primary role in demonstrating the value and impact of the Library through data. Reporting to the Director of Assessment, major responsibilities include:

Data Management
- Develop and implement a data inventory, and data storage and access infrastructure. Ensure continuing usability.
- Manage the joining of disparate data sets; ensure data quality, integrity, and clean up. Construct and analyze queries.
- Coordinate data collection for annual reporting and operational statistics.
- Collect, analyze, and build visualizations and dashboards for data gathered from various sources including library systems, vendor statistics, observations, surveys, web analytics, interviews, and focus groups.

Communicating with Data
- Use a variety of tools, including databases, spreadsheets, presentation software, data visualization, and reporting applications to compile data and prepare reports.
- Facilitate communication and publishing of findings, datasets, and reports to internal and external audiences.

Outreach and Collaboration
- Coordinate logistics and support assessment-focused data collection, analysis, and dissemination of findings.
- Deliver staff training on data collection, analysis, and reporting tools.
- Work with staff to gather and access data, and create tools to support data-informed decision-making.
- Assist the Director of Budget and Strategy with the analysis and reporting of data.

Other Duties
- Research and document new methods for data collection, analysis, and documentation for assessment.
- Maintain currency with library functions, resources, practices and procedures.
- Participate in and contribute towards Library, Museums & Press and University committees, meetings, and events.
- Maintain professional collaborations with campus colleagues and university constituencies.
- Contribute to the profession through active participation in conferences, associations, research, and writing.
Qualifications: Bachelor’s degree and three years related experience, or equivalent combination of education and experience. Degree in Statistics, Data Science, Analytics or a comparable field preferred. Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy. Demonstrated ability with statistical and visualization software packages such as R, SPSS, Excel, Power BI, and Tableau. Proven ability working with large, complex data sets and managing data quality—both for statistical analysis and ongoing data management. Ability to work collaboratively and productively with colleagues and stakeholders at all levels in a large, complex organization. Ability to prepare and present materials of complex information for a variety of audiences. Strong organizational skills and attention to detail. Ability to prioritize effectively to coordinate multiple projects simultaneously and meet project deadlines. Demonstrated strong analytical and problem solving skills. Familiarity with analytics products, such as Google Analytics or Adobe Analytics. Excellent communication and interpersonal skills. Demonstrated adaptability and flexibility. Demonstrated initiative and ability to work collaboratively as a team member and independently. Commitment to professional growth. Commitment to fostering an inclusive educational environment and workplace. Ability to work effectively with a diverse faculty, staff and student population. Preferred: Experience working in an academic research library or institution of higher education.

General Information: The University of Delaware Library, Museums and Press is committed to student success, scholarly research and inclusive excellence. The Library is strongly committed to fostering diversity within our community. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion, and will assist us to expand our capacity for diversity in the broadest sense. The Library collaborates with strategic campus partners to achieve these priorities, as well as with national professional organizations including the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Council on Library and Information Resources, Digital Library Federation, Greater Western Library Alliance, OCLC Research Partnership, SPARC, HathiTrust, the National Digital Stewardship Alliance, the National Network of Libraries of Medicine (NN/LM) and the ACRL Diversity Alliance. More information about the Library is available at library.udel.edu/.

Benefits: 22 vacation days. Generous 403(b) retirement plan. Tuition remission for dependents and spouses, and course fee waiver for employee. Full information about University of Delaware benefits is available at www.udel.edu/benefits/.

To Apply: Include cover letter and resume, along with the names and contact information of three employment references, following University of Delaware application instructions at www.udel.edu/udjobs/.

Equal Opportunity Employer: The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University’s Notice of Non-Discrimination can be found at: www.udel.edu/home/legal-notices/

Employment offers will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.