



Director of Data Analytics

Reporting to the Vice President of Finance, Administration and Treasurer ("Treasurer"), the Director of Data Analytics will provide leadership, development, implementation and evaluation of the College's enrollment management modeling, tuitions and fees pricing, and data warehouse integration, needs and communications. This position will exercise considerable discretion and judgement and project management for related activities and requires expertise in data analysis, statistical methods and financial modeling.

This is a full-time position for a period of up to two years. The ideal candidate is sharp, innovative, driven, has great attention to detail and an excellent ability to communicate productively and congenially with a variety of constituents. This position requires the ability to manage a demanding workload with multiple projects and deadlines and negotiate expectations against priorities and resources.

You can learn more about our team in the Office of the Treasurer by visiting us online at <https://www.pitzer.edu/treasurer/> and our employment benefits at <https://www.pitzer.edu/human-resources/benefits/>.

Note: This is a summary of the essential functions and requirements for the position; a detailed description is available at the hyperlink listed below.

ESSENTIAL FUNCTIONS:

1. Lead the development of enrollment model(s) integrated to the College's revenue budget.
2. Conduct enrollment modeling for growth or changing financial aid strategies.
3. Provide high-level expertise in data analysis. Conduct pricing analyses for tuition, housing and other College fees.
4. Build, lead, and facilitate the integration of the data warehouse across the institution.
5. Collect, prepare and maintain institutional data in a variety of formats for senior leadership, the Board of Trustees, the Faculty Executive Committee and other committees as requested.
6. Promote and develop opportunities to improve business intelligence across the institution.
7. Manage related projects for data analyses, enhancements or updates, new system integrations and implementations, and related activities.
8. Prepare and lead communications regarding complex data to various constituents.
9. Assist with the development of department and institutional dashboards and designing reports.
10. Research, evaluate and recommend protocols and technologies to enhance data collection, quality and usage across the institution. Establish and document best practices for data technologies, tools and processes.

Work Hours: This is a full-time, interim position working up to two years. The regular hours for this position are 8:00 am to 5:00 pm, Monday through Friday. These hours may vary due to needs of the College or department. May require occasional evening or weekend work.

REQUIREMENTS

1. Expert knowledge of data analysis, statistical methods and financial modeling, preferably in a higher education setting.
2. Demonstrated knowledge in the areas of trend and market analysis, and statistical analysis.
3. Strong computer skills.
4. Ability to synthesize and translate highly technical data into meaningful, clear and concise information for a variety of audiences.
5. Demonstrated project management skills.
6. Superior communications skills in English.
7. Exceptional organizational skills.
8. Ability to work collaboratively in an academic environment with a diverse community of senior leadership, staff, faculty, students and other stakeholders.
9. Strong interpersonal skills and adaptability. Diplomatic and persuasive in dealing with competing priorities and limited resources. Adapt to changes and manage unexpected delays or events with aplomb.
10. Demonstrated skills in conducting research, preferably in a higher education setting with respect to admission, enrollment and tuition and fees. Ability and commitment to stay current in financial trends in higher education.
11. Ability to operate with considerable degree of independence, initiative, and judgment. Strong problem-solving skills, accountability and attention to detail.

Education: Must have a master's degree in business or applied analytics, data science, statistical analysis or a related field; or an equivalent combination of education and relevant experience to provide the required knowledge, skills and abilities.

Experience: Must have at least five years related experience (preferably in higher education), including some project management experience. Demonstrated experience preparing financial models.

COMPENSATION:

Pay Rate: The monthly rate is commensurate with qualifications plus excellent benefits subject to the term and conditions in the policy or plan documents. Benefits can be viewed at <http://www.pitzer.edu/human-resources/benefits/>.

Benefits: This position is eligible for the College's full program of employee benefits subject to the terms and conditions in the plan documents/policies for an interim position, including: medical, dental, vision, group life insurance of at least \$20,000, 12% employer retirement contributions after one year, gym/fitness resources (including a personal trainer), free parking,

and more. Note: Restrictions or service requirements apply. Visit <http://www.pitzer.edu/human-resources/benefits/> for details. Contact us at HR@pitzer.edu if you have questions.

TO APPLY:

Priority Deadline: Applications received by **August 1, 2019** will be included in the initial screening. Review of applications will commence immediately.

Please click [here](#) to be directed to an online Box folder to view the full job description, download the **Staff Employment Application Form** (required) and **Applicant Information Form** (optional). Submit the forms with the following documents:

1. [Cover Letter](#)
2. [Resume](#)

Note: Applicants selected for interview will be asked to provide three (3) professional references.

SUMIT ALL MATERIALS TO: StaffJobs@pitzer.edu

PITZER COLLEGE is a top-ranked liberal arts institution and member of the prestigious consortium of The Claremont Colleges. With a student body of approximately 1,000 co-educational undergraduates, Pitzer's core values include social responsibility, intercultural understanding, interdisciplinary learning, student engagement and environmental sustainability.

Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. We strongly encourage candidates from underrepresented groups to apply.

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