

**ST CLOUD STATE UNIVERSITY
VACANCY POSTING**

This posting is effective **January 14, 2025** and expires **January 21, 2025**.

Eligible employees* may indicate interest in this vacancy by submitting their interest in writing to the Human Resources office during its regular business hours on or before **January 21, 2025**.

JOB NO.
0125-23

WORK AREA
Campus

CLASS & EMPLOYMENT CONDITION
Research Analyst
Full time, Unlimited

NORMAL HOURS OF WORK
Monday through Friday
8:00am-4:30pm

GENERAL DESCRIPTION OF JOB

This position provides professional statistical and data collection and analysis work that assists in driving philanthropic and engagement strategy for the Advancement & Alumni Engagement department and greater university community. Under the direction of the Strategic Database and Data Analytics Senior Administrator, the data analyst works with advancement systems to create, build and maintain analytic models and prepares reports through collecting, analyzing and summarizing data. This position serves as a subject matter expert on AAE databases and works with colleagues to understand their information needs, provide technical guidance and support systems to assist them with daily tasks. The Data Analyst is responsible for gathering, analyzing, and managing information to help advance the AAE development program, particularly in support of its donors and prospects.

Minimum Qualifications

- Experience with database applications and data management, this includes creating new and maintenance of existing databases
- Experience utilizing query logic
- Experience directing data queries across multiple databases to compile reports.
- Experience using a variety of computer software programs, data research tools/software including two years of Blackbaud Raiser's Edge software experience
- Analytic ability/statistical skills
- Ability to work effectively with a diverse clientele
- Proficient in Microsoft Office software.

Preferred Qualifications

- Minimum of four-year degree or equivalent work experience

***To be eligible to express an interest bid, an employee must be in the same class/class option as this vacancy.**