

# MIDDLE STATES COMMISSION ON HIGHER EDUCATION

## POSITION DESCRIPTION

Position Title: Senior Analytics Specialist  
Department/Unit: Research  
Reports to: Senior Director for Research

### Position Summary

Reporting to the Senior Director for Research, the Senior Analytics Specialist works closely with the Senior Director to develop, support, and maintain simple to complex business intelligence queries and reports. The Senior Analytics Specialist will be responsible for working with cross-functional teams to provide analysis and models of structured data sets using advanced statistical and mathematical methods. The Senior Analytics Specialist:

- Collects, manages, and cleans datasets;
- Creates databases, develops algorithms and statistical models, and performs statistical analyses appropriate to the available data and reporting requirements;
- Develops dashboards, reports, charts, graphs and tables displaying the outcomes of analyses for use by internal and external stakeholders;
- Works effectively and communicates well (both written and orally) with a wide audience.
- Uses system reports and analyses to identify potentially problematic data, make corrections, and determine root cause.

### Knowledge, Skills, and Abilities

- Demonstrated expertise in developing and using statistics, data mining, machine learning and predictive modeling methods.
- Demonstrated experience in data access and manipulation using SQL and other tools
- Proficient in analysis package(s) (e.g. R, SAS, SPSS Modeler, Matlab, etc.).
- Demonstrated experience with Business Intelligence package(s) (e.g., PowerBI, Tableau, etc.)
- Proficient in working with large data sets to develop innovative analytic approaches, leveraging available internal and external data sources.
- Demonstrated ability to work in multi-disciplinary teams, displaying excellent interpersonal skills.
- Demonstrated strong organizational and communication skills
- Demonstrated ability to prioritize multiple projects simultaneously to meet deadlines
- Experience in Higher Education preferred but not required.

### Education

- Bachelor's degree with a minimum of two-years' experience in Statistics, Econometrics, Mathematics, Computer Science, or related fields.
- Masters or PhD preferred

**Contact - Cessna & Associates, LLC - Beth Cessna at 202/232-1765 or  
[mschejobs@cessnasearch.com](mailto:mschejobs@cessnasearch.com)**

**Or**

<https://recruit.zohopublic.com/recruit/PortalDetail.na?digest=wUKJ7psyOrA4CgEqKjvWGnGAUnkE7bVo.a85bxdBEmQ-&iframe=true&jobid=361327000000606083&widgetid=361327000000072311&embedsource=Embed>

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