UNIVERSITY OF SAN FRANCISCO

CHANGE THE WORLD FROM HERE

Human Resources
2130 Fulton Street
Lone Mountain, Room 339
San Francisco, CA 94117
Tel   415.422.6707
Fax 415.386.1074
http://www.usfca.edu/hr/

**Internal Notice of Filing to Be Posted at Worksite
Identified on Form ETA-9089, Part H**

NOTICE TO ALL EMPLOYEES

Pursuant to section 656.10 of Title 20 of the Code of Federal Regulations (20 C.F.R. § 656.10), you are hereby notified that an Application for Permanent Employment Certification is being filed for the following position:

University of San Francisco seeks Institutional Data Analyst in San Francisco, California.

DEVELOP OPERATIONAL PROCESSES AND TOOLS TO ENSURE QUALITY ASSURANCE AND QUALITY CONTROL OF UNIVERSITY RANKING DATA DELIVERABLES. PERFORM DATA ANALYSIS, DATA RECONCILIATION, AND DATA RETRIEVAL FROM VARIOUS INTERNAL UNIVERSITY OF SAN FRANCISCO REPORTING SYSTEMS, AND THEN ASSIST WITH IDENTIFICATION OF DATA GAPS AND DATA QUALITY ISSUES.

MANAGE AND ANALYZE ENROLLMENT DATA OF EXECUTIVE EDUCATION STUDENTS SO AS TO UNCOVER INSIGHTS IN THE RECRUITING PROCESS THAT WILL ENHANCE ADMISSIONS DECISION-MAKING FOR THE NEXT CYCLES RECRUITMENT. CREATE INTERACTIVE DASHBOARDS ON TABLEAU TO MONITOR RECRUITING AND ON-BOARDING OPERATIONS, INCLUDING GEOGRAPHIC DENSITY, CONVERSION FUNNELS, AND SANKEY DIAGRAMS FOR STUDENT JOURNEY.

WRITE REQUIREMENTS ON DATA LOGGING AND DATA DISTRIBUTION FOR AUTOMATED ENROLLMENT AND TUITION PAYMENT REPORTS. WRITE DATA ANALYSIS REPORTS FOR BUSINESS AND OPERATIONAL REQUIREMENTS. RESEARCH AND RESPOND TO REQUESTS FROM THE UNIVERSITYS DATA REQUEST SYSTEM REGARDING STUDENT ENROLLMENT DATA.

PREPARE AND PUBLISH INTERNAL AND EXTERNAL REPORTS AND SURVEYS, SUCH AS U.S. NEWS AND WORLD REPORT, PRINCETON REVIEW, AND COMMON DATA SET. CREATE AND MAINTAIN INTERACTIVE REPORTS, ANALYTICAL DATASETS, DATA VISUALIZATIONS, AND DASHBOARDS IN TABLEAU, MICROSOFT EXCEL, AND OTHER OPERATIONAL ANALYSIS TOOLS AS NEEDED.

EVALUATE UNIVERSITY OF SAN FRANCISCO BUSINESS NEEDS AND DEFINE KPIS (KEY PERFORMANCE INDICATORS) TO ESTABLISH BASELINE VALUE OF CURRICULUM OFFERINGS AND TO MEASURE THE PERFORMANCE OF DIFFERENT

DRIVERS OF STUDENT ENROLLMENT. DESIGN AND DEVELOP STANDARD BUSINESS INTELLIGENCE DASHBOARDS TO MONITOR UNIVERSITY ENROLLMENT TRENDS. ASSIST IN DEVELOPING AND EXECUTING STRATEGY TO RESEARCH AND IMPLEMENT PREDICTIVE MODELING TECHNIQUES AND TECHNOLOGIES THAT FOCUS ON STUDENT BEHAVIOR ON THE UNIVERSITY OF SAN FRANCISCO WEBSITE.

DEVELOP EXPERIMENTAL AND ANALYTICS PLANS TO QUANTIFY THE IMPACT AND PROFITABILITY FOR MAJOR BUSINESS CHANGES. ASSIST DATA SCIENCE TEAM WITH ANSWERING AD HOC QUERIES ABOUT STUDENT ENROLLMENT BEHAVIOR AND ANALYSIS OF STUDENT PREFERENCES.

UTILIZE SQL (STRUCTURED QUERY LANGUAGE) AND OTHER TOOLS FOR PROPER IDENTIFICATION OF FINANCIAL TRANSACTION STRING DATA FOR TUITION PAYMENTS. UTILIZE PYTHON TO PERFORM DATA CLEANING ON NEW PAYMENT TRANSACTIONS RECEIVED DAILY.

PROVIDE COMPREHENSIVE REPORTING, ANALYTICAL, AND ADVISORY SERVICES TO CROSS-FUNCTIONAL TEAMS BY GENERATING INSIGHTS INTO OUR CURRICULUM OFFERINGS AND SERVICES. ASSIST DATA SCIENCE TEAM WITH DEVELOPING PLATFORM COMPONENTS REQUIRED FOR PROCESSING DATA, COMPUTING FEATURES, AND DEVELOPING PREDICTIVE MODELS FOR STUDENT CURRICULUM SELECTION BEHAVIOR.

CONDUCT REGULAR AD HOC TUITION PAYMENT REPORT CREATION AND ANALYSES FOR CIPE (CENTER FOR INSTITUTIONAL PLANNING AND EFFECTIVENESS) MID-LEVEL AND SENIOR MANAGEMENT. EVALUATE UNIVERSITY OF SAN FRANCISCO ENROLLMENT DATA TO DEVELOP HYPOTHESES AND CONDUCT ANALYSIS TO ANSWER COMPLEX BUSINESS QUESTIONS ABOUT REVENUE GROWTH.

DEFINE, MONITOR, AND REPORT KPIS THAT MEASURE THE QUALITY OF UNIVERSITY DATA OPERATIONS AND DATA REPORTING SYSTEMS. ASSIST WITH PROCESS IMPROVEMENT EFFORTS TO IDENTIFY CURRENT STATE PROCESS INEFFICIENCIES AND ELIMINATE THEM IN FUTURE STATE PROCESSES. WORK WITH BUSINESS INTELLIGENCE TEAMS TO DEFINE TECHNOLOGY INFRASTRUCTURE AND DATA NEEDS.

IDENTIFY, ANALYZE, AND RESOLVE UNIVERSITY SPEND ISSUES USING BUSINESS INTELLIGENCE AND DATA ANALYTICS. ANALYZE FINANCIAL AND ENROLLMENT PERFORMANCE INFORMATION OBTAINED FROM MANAGEMENT TO CONCEPTUALIZE AND DEFINE OPERATIONAL PROBLEMS. WRITE SCRIPTS TO AUTOMATE DATA PROCESSING AND STREAMLINE THE PROCESS TO GENERATE INSIGHTS EFFICIENTLY.

REQUIRES A BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION OR RELATED. REQUIRES 2 YEARS OF EXPERIENCE. REQUIRES 2 YEARS OF EXPERIENCE WITH BUSINESS INTELLIGENCE TOOLS, SUCH AS TABLEAU. REQUIRES 2 YEARS OF EXPERIENCE WITH DATA MANAGEMENT AND DATA WAREHOUSING CONCEPTS.REQUIRES 2 YEARS OF EXPERIENCE WITH WRITING SQL. REQUIRES 2 YEARS OF EXPERIENCE WITH PYTHON. REQUIRES 2 YEARS EXPERIENCE IN CUSTOMER SERVICE. REQUIRES 2 YEARS EXPERIENCE IN MANAGING CONFIDENTIAL INFORMATION, PRIORITIZING PROJECTS, AND SETTING AND MEETING DEADLINES. REQUIRES 2 YEARS EXPERIENCE IN DATA AND ANALYSIS.

40 hours/week, $85,905 per year. Must also have authority to work permanently in the U.S. Applicants who are interested in this position may apply online at www.jobpostingtoday.com (Ref: #37975).

Any individual may provide documentary evidence bearing on this application, with information on available workers and information on wages and working conditions, to the Certifying Officer:

U.S. Department of Labor
Employment and Training Administration
Harris Tower
233 Peachtree St.
Suite 410
Atlanta, GA 30303
Phone: (404) 893-0101
Fax: (404) 893-4644

This notice was posted for ten consecutive business days commencing on July 17th, 2020 and concluding on July 30th, 2020.

Mirella Sales
Human Resources Manager