

**Data & Operations Analyst**  
**Stevens Institute of Technology**

Direct Link: <https://www.AcademicKeys.com/r?job=234568>

Downloaded On: Aug. 31, 2024 6:59pm

Posted Apr. 12, 2024, set to expire Sep. 1, 2024

**Job Title** Data & Operations Analyst

**Department** Career Services

**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Apr. 12, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Information Technology

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Data---Operations-Analyst\\_RQ27941](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Data---Operations-Analyst_RQ27941)

**Apply By Email**

**Job Description**

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Reporting to the Director, Employer Relations & Career Center Operations for the Stevens Career Center, the Data & Technology Specialist actively supports a student-centered career center which serves an undergraduate and graduate population pursuing degrees in engineering, the sciences, business and management, the humanities, and the fine arts. The Data & Technology Specialist is responsible for all aspects of data and technology management.

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### **Essential Responsibilities:**

- Develop data collection processes to gather information related to the Stevens Co-op Program, internship and post-graduate job placement.
- Design and create career center performance reports including annual career outcomes; monthly dashboards; semester-end reports for various stakeholders.
- Evaluate, organize, and analyze data to draw valuable insights that can be used to take immediate action to improve the student and employer experience and to inform future career center operational improvements.
- Serve as the expert on all career center technology and online platforms, such as Handshake, Big Interview, Zoom, Qualtrics, and Smartsheet.
- Create, distribute, and manage surveys, questionnaires, and other data collection methodologies.
- Manage user accounts across all career center technology platforms, ensuring secure operation and compliance with university policies.
- Maintain an organized and up-to-date database of career center information, such as employer partners, hiring information, and Co-op student cohorts.
- Present data findings and insights through reports, presentations, and other communication channels.
- Troubleshoot and resolve questions raised by students and employers related to the use of career center technology.
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Support employer engagement and talent development teams as needed.

- Work closely with the Executive Director and career center staff to provide ad hoc reports and data as needed.
- Support the planning and execution of all career center events, as needed.
- Perform other duties as assigned.
- Ability and willingness to work occasional evenings and weekends, as needed.

### Required Qualifications:

- Bachelors degree required in an analytical field of study or equivalent experience.
- Minimum 3 years experience analyzing data sets and drawing sound conclusions.
- Minimum 3 years experience writing clear and concise reports and creating impactful PowerPoint presentations for different audiences.
- Experience handling data with a high degree of accuracy, detail, and confidentiality.
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Ability to demonstrate strong organizational skills.

- Ability to demonstrate an understanding of data analysis practices.

### **Knowledge and Skills:**

- Must demonstrate intermediate to advanced skills using Microsoft Excel including Power Query, pivot tables and formulas.
- Ability to work well independently and as part of a team.
- Experience using platforms such as Workday, Smartsheet, SharePoint, OneDrive, Qualtrics desired.
- A high level of professionalism with strong interpersonal, organizational, and writing skills.

### **Eligibility to Work in the U.S. Required:**

- Required by Federal I-9 guidelines, candidates for this position must be eligible to work in the United States.

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- Stevens Institute of Technology will not sponsor a work visa and will not accept OPT/CPT for this position.

### Department

Career Services

### General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

### Still Have Questions?

If you have any questions regarding your application, please contact [Jobs@Stevens.edu](mailto:Jobs@Stevens.edu).

### EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical

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conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

**NSF ADVANCE Institution** Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

### **Jeanne Clery Disclosure:**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**



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