

DATA ANALYST

POSITION DESCRIPTION

The data analyst is an integral part of a small team focused on finding data-based insights to help optimize enrollment outcomes for college clients. The analyst works in tandem with principals of the firm and fellow analysts to interpret for clients the real-world implications of enrollment data. Analysis often expands beyond the questions associated with a particular enrollment cycle to considerations of long-term financial aid, tuition, and admission policy.

The data analyst collects and assembles student-related enrollment and financial aid data, prepares descriptive charts and graphs, and constructs forecasting models based on statistical analysis. Step by step, this involves:

- Sending data requests to clients
- Working with clients to answer their questions related to collection of data
- Testing data for integrity and working with clients to correct errors
- Organizing client data for statistical analysis
- Creating charts and graphs for client reports
- Creating PowerPoint presentations
- Assisting the principals of the firm in webcasts and on-site presentations of analysis
- Answering ad hoc data-related questions

Since Hardwick-Day is a small firm, everyone is expected to perform “other duties as assigned.” This position requires travel to 3-5 college campuses during the fall and intermittently throughout the rest of the year.

REQUIRED QUALIFICATIONS

- Bachelor’s degree in mathematics, statistics, economics, or related field, preferably from a private college or university
- One year of experience in public policy analysis, micro-economic analysis, management accounting, and/or mathematically-based modeling
- Proficiency in Access, Excel, Word, PowerPoint, and one of the major statistics software programs

PREFERRED QUALIFICATIONS

- Familiarity with college enrollment and/or financial aid programs, preferably in the private sector
- Familiarity with modern web technologies, such as Javascript, CSS 3, HTML 5, PHP 5, and MySQL
- A strong work ethic and understanding of what it takes and means to be a professional
- A positive, “can do” attitude and an open mind
- Intellectual curiosity
- Common sense
- Ability to remain calm and focused under pressure
- Ability to communicate and collaborate in person, via email, and on the phone
- Able to work and solve problems independently, and to ask for help when necessary

Hardwick-Day offers a competitive salary commensurate with experience and an excellent benefits package, including generous health and retirement benefits. The office is located in Bloomington, Minnesota.

Please submit a cover letter and resume electronically to Seth Harris at [**sharris@hardwickday.com**](mailto:sharris@hardwickday.com). No phone calls, please.