



Title: Data Analyst
Department: Field Services
Category: PSA C
Salary: To Be Determined
Date: June 11, 2021

Data Analyst for Field Services

This professional position reports to the Director of NYSUT Field and Affiliate Services and works at NYSUT Headquarters in Latham, New York.

NYSUT is transforming its data management processes to maintain an interactive platform that will be utilized by headquarters and field-based staff alike to support their respective needs.

The successful candidate will be responsible for interacting with the IT department to define the departmental, business related needs to capture and report field data in the development of a robust and interactive database focused around collective bargaining and the Local union environment.

This role purposefully does not reside in the IT department, it is a business role facilitating the use of technology and data across the state.

Responsibilities

- Understanding of business processes combined with project management elements and what role they play meet deadlines and apply critical thinking to ask questions and help problem solve when needed.
- Data visualization expertise and the ability to translate data from multiple data sources into a compelling story.
- Has a collaborative mindset, is willing to work with others and take direction as well as to offer suggestions for alternative approaches.
- Applies sophisticated analysis to datasets to discern and identify patterns and recommend relatable actions.
- Ability to multi-task and manage competing priorities in a time-sensitive environment.
- Ability to ask the right questions to understand business problems and identify measurement or research objectives, and to offer suggestions for alternative approaches.
- Responsible for managing the Field Services SharePoint page and ensuring information is timely, relevant, and useful. Coordinate with NYSUT Regional Offices to develop a common SharePoint cataloging system for information.
- Responsible coordinating with field regions to maintain appropriate data hygiene practices.
- Serve as liaison with all departments to ensure that databases are functioning as intended and provide support when other departments seek information, e.g. legislative, research, communications.

- Other ad hoc assignments may become the priority, the ability to shift focus and deliver quality data and analytics is essential.

Qualifications

- Bachelor's degree, with focus in quantitative discipline preferred. Advanced degree is a plus.
- 3-5 years of related work experience in data and analytics (or combination of education and experience)
- Experience using data and analysis to communicate ideas and make recommendations
- Ability to engage cross-functional audiences in conversations about analysis and data
- Experience with at least one analytics / visualization tool such as Tableau
- Ability to author reports with privacy security for report delivery.
- Proficient with O365, SharePoint, Word, Excel, PowerPoint
- Passion and ability to learn new technologies, tools, and platforms.
- Positive, supportive outlook regarding the American Labor Movement

Additional Requirements

- Specific knowledge of the Labor Movement and collective bargaining is not required but is preferred.
- Familiarity with enterprise or line of business database solutions, and visualization toolsets preferred (e.g. IBM-i, VAN, CRM tools, Civiis, Tableau, PowerBI and /or custom data management applications)
- Strong interpersonal skills and ability to collaborate actively and work in a team environment.
- Solid organizational and project management skills.
- Self-motivated and able to adapt quickly to changing priorities and deadlines.
- Strong presentation and consulting skills.
- Experience working remotely with others in multiple locations

Qualified applicants should submit resume and cover letter to hr@nysutmail.org. [The position is open until filled.](#)

NYSUT is committed to building a diverse and inclusive team. Women, people of color, and LGBTQ people are encouraged to apply.

EOE

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