



JOB TITLE: Research Analyst

FLSA STATUS: Exempt

REPORTS TO: Director of Data & Insights

LOCATION: Flexible

APPLICATION DUE DATE: May 31, 2024 at 5:00 PM CST and will remain posted until filled

SALARY RANGE: Commensurate with Experience

SUMMARY:

This position is responsible for organizing data related to economic development activity and programs administered by AccelerateMS, Mississippi's Office of Workforce Development. Key responsibilities for this position are to organize data related to program outcomes, collaborating on research through existing data sets and the state's longitudinal data system in support of critical initiatives, including economic development projects and general workforce readiness. Position will utilize technical expertise to ensure data are accurate and high-quality, to meet office goals and result in productive outcomes for the state of Mississippi. Position serves as a key point-of-contact for economic developers, partner organizations, stakeholders, and office peers. Key responsibilities include developing and maintaining accurate reporting of outcomes, performing analysis to assess the quality and meaning of data, and to analyze local, regional, and statewide trends impacting workforce development. Position is responsible for presenting complex data in a way that assists individuals, businesses, and policy makers in making data-based decisions.

ESSENTIAL JOB FUNCTIONS:

The data analyst is responsible for developing, maintaining, and visualizing key data to support outcomes review and assessment for workforce development efforts. The essential functions include, but are not limited to the following:

- Perform regular analysis of programs administered by AccelerateMS to include overall impact and individual outcomes.
- Primary contact for economic development Requests for Information (RFI).
- Use tools to extract and clean data from primary and secondary sources.
- Work with external partners to report data to appropriate parties.
- Identify, analyze, and interpret patterns and trends in complex data sets impacting Mississippi's workforce.
- Prepare reports for the office identifying trends, patterns, and predictions related to the labor force and workforce development programs using appropriate data.
- Creates presentations as necessary to support economic and workforce development initiatives and projects.
- Manages the CRM system to ensure accuracy of data and information captured.
- Interface with NSPARC and the SLDS to ensure data transparency and accuracy.

KNOWLEDGE, SKILLS & ABILITIES:

- Experience cleansing, preparing, analyzing, and interpreting data
- Knowledge of programming languages
- Technical proficiency regarding techniques for data mining and segmentation
- Proficiency in statistics and statistical packages like Excel, SPSS, or SAS
- Strong mathematical skills to help collect, measure, organize, and analyze data
- Ability to use data visualization software (such as Tableau)
- Critical thinking and ability to demonstrate high-level problem-solving techniques
- Interpersonal skills to work collaboratively with a diverse group of individuals, stakeholders, and partners including the ability to effectively resolve conflicts
- Strong written and verbal communication skills necessary to produce reports and handle coordination among partners
- Ability to schedule and manage tasks effectively
- Ability to multi-task and work under pressure to perform diverse responsibilities requiring confidentiality, initiative, and sound judgment
- Strong knowledge of Microsoft Office, including Word, Excel, PowerPoint, Teams, and Outlook
- Ability to work independently
- Ability to implement a project and see it to its completion

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree
- Minimum 3 years' relevant data handling experience

To apply for this opportunity, please send a cover letter and resume, including the below information, to bwheeler@acceleratems.org before 5:00 PM CST on May 31, 2024.

- Name, address, telephone number, and email
- Previous positions, including titles, duties, employers, locations, and dates of employment
- Names of previous supervisors
- Specific skills related to the job
- Brief narrative with information such as why you're interested in, or qualified for, the job
- Degrees, licenses, and/or certifications
- References (Typically, three references with contact information)