ALABAMA COMMISSION ON HIGHER EDUCATION
POSITION ANNOUNCEMENT

DATA VISUALIZATION PROGRAMMER

The Alabama Commission on Higher Education is accepting applications for a Programmer position with a focus on business intelligence and data visualization. This is a full-time permanent position that reports to the Assistant Director of Information Technology Services.

POSITION DESCRIPTION:

The Alabama Commission on Higher Education is the state agency responsible for the overall planning and coordination of higher education in Alabama. The Commission has several statutory responsibilities related to the coordination of higher education that include facilitating informed decision making, engaging in effective policy formulation, and balancing the allocation of state resources with the needs of students and goals of institutions.

This position plays a vital role in ensuring the Commission adequately responds to its statutory responsibilities. The position is responsible for providing institutional and administrative support by working with a team of dedicated professionals focused on developing and implementing tools and resources that promote the use of analytic reports and dashboards for internal and external stakeholders. The position will have two primary areas of focus: (1) a programming component that will focus on querying data from a variety of datasets, and (2) a data visualization component that will focus on developing data visualization for internal and external stakeholders.

ESSENTIAL JOB FUNCTIONS:

- Design and develop data queries using SQL or related programming language that produce accurate data in response to a variety of reports for internal and external constituents.
- Design and develop intuitive data dashboards, statistical reports, and interactive visualizations that present complex data in a clear and concise manner.
- Apply data visualization tools to create dynamic and interactive visualizations that allow stakeholders to explore data and examine patterns and trends.
- Employ visualizations to identify errors, limitations, and other nuances to ensure the accuracy and integrity of data.
- Ability to work independently (with minimal supervision) and collaboratively (with internal and external constituents) on the design and development of statistical reports and visualizations.
- Maintain a working knowledge of best practices and emerging trends related to data programming and visualizations, including seeking opportunities for self-improvement and professional development.

EDUCATIONAL/KNOWLEDGE REQUIREMENTS:

- Minimum of an associate's degree in data science, information technology, computer science, or related field is required. A bachelor's degree is preferred.
- Minimum of three years directly related professional experience is preferred.
- Equivalent combination of education and experience may be considered.

EDUCATIONAL/KNOWLEDGE REQUIREMENTS, CONTINUED:

- Possess a strong working knowledge of SQL, SPSS, or related programming language.
- Possess a strong working knowledge of Power BI, Tableau, or similar data analytics platform.
- Experience designing and developing intuitive data dashboards, reports, and interactive visualizations that present complex data in a clear and concise manner.
- Experience utilizing data visualization tools to create dynamic and interactive visualizations that allow stakeholders to explore data and examine patterns and trends.
- Excellent quantitative data analysis skills with the ability to utilize visualizations to identify errors, limitations, and other nuances to ensure the accuracy and integrity of data.

- Possess a working knowledge of the Microsoft Office Suite, including an advanced working knowledge of Excel spreadsheets.
- Work independently in a fast-paced environment while managing multiple projects and deadlines.
- Sound analytical, organizational, and planning skills.
- Effective oral and written communication skills.
- Prior experience with higher education data is preferred.

WORK CONDITIONS:

- Work is performed in an office environment and requires the ability to operate standard office equipment.
- Position is permanent and full-time (40 hours per week) and includes State of Alabama benefits (annual leave, retirement, insurances, etc.).
- Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.
- Remote work is not available for this position and travel is not required.

SALARY:

Commensurate with education, training, and/or experience directly related to the responsibilities of the position.

DEADLINE FOR APPLICATIONS:

Position will remain posted and open until filled.

TO APPLY:

Individual interested in this position should submit the following information. Emailed applications are acceptable. The selected finalist may be asked to submit additional references and undergo a background check.

1. Cover Letter (must be an attached letter, not an email), which addresses the specific requirements of the position,
2. Current resume or vita,
3. Examples of at least three Power BI, Tableau, visualizations developed by applicant,
4. A list of three professional references, and
5. Completed ACHE Application found here: https://www.ache.edu/wp-content/Employment/ACHE-Application.pdf
6. Applicants selected for interviews will be subjected to a series of skills-related questions.

SEND APPLICATIONS AND INQUIRIES TO:

Jacinta Whitehurst at: jacinta.whitehurst@ache.edu

For additional information visit: www.ache.edu

THE ALABAMA COMMISSION ON HIGHER EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER