

# Data Analyst

## POSITION DESCRIPTION

The Data Analyst at Apex will design and execute statistical analyses for various project teams. This role assists with processing and preparation of complex data collected by Apex or collected by our partners and shared with Apex. The Data Analyst will contribute outcomes of analyses to be included in reports and participate in the analysis and interpretation of data, as appropriate. This position also supports the development and maintenance of the Apex database, including quality assurance tasks.

## MAJOR AREAS OF RESPONSIBILITY & SPECIFIC RESPONSIBILITIES

1. Prepare data sets and perform statistical analysis
  - a. Process, clean, de-identify, code, link, and verify the integrity and reliability of data used for analysis
  - b. Use iterative processes to validate findings
  - c. Utilize specified statistical software (SPSS) to analyze, interpret, and summarize data in preparation for statistical and analytical reports
  - d. Determine and apply the appropriate study design and analytical methods when conducting analysis, such as tests of variance, hypothesis testing, statistical sampling, linear regression, multivariate regression, matched case-control studies, and longitudinal analysis
  
2. Data visualization
  - a. Format data and develop and contribute to reports, including the creation of charts, tables, and other related documents and graphics
  - b. Serve as a resource to partners and peers regarding appropriate use of data and business intelligence (BI) tool (i.e. Yellowfin), ensuring accurate understanding and use of data
  - c. Champion the adoption and implementation of BI tool across multiple projects
  - d. Communicate findings and processes tailored to a variety of audiences ranging from subject matter experts to the general public

3. Database maintenance
  - a. Provide quality assurance (QA) and maintenance support for the [Apex Data Hub](#), including reconciliation of linked client records and importing data from secondary sources
  - b. Support data remediation process for partners
4. Support project teams
  - a. Collaborate with project teams and subject matter experts to understand project needs
  - b. Assist in project planning and management with project teams
  - c. May lead, guide, and train employees and/or interns performing related work

## EDUCATION

- Master's degree required, preferably in Statistics or similar field

## SKILLS & COMPETENCIES

- High attention to detail
- Verbal and written communication
- Effective presenter
- Quality-oriented
- Collaborative and proactive
- Organized and self-motivated

## Software

- SPSS
- Microsoft Suite (Excel, Word, PowerPoint)
- Google Suite (Calendar, Gmail, Docs)
- Zoom
- Asana

## CORE VALUES

Our core values shape our approach to our colleagues and partners. These values are learning, collaboration, excellence, equity, innovation, and leadership. Apex employees are expected to practice kindness and optimism; curious intelligence; work ethic; empathy; self-awareness; and integrity. Systems thinking is a part of our culture, which approaches problems using distinctions, systems, relationships, and perspectives (DSRP). This method of thinking is central to the way we approach our work at Apex. Knowledge of systems thinking is not a prerequisite for hire, and employees will receive ongoing training in this method of problem solving.

## COMPENSATION & BENEFITS

- This full-time position pays \$55,000 annually.
- Vacation and holiday paid time off (PTO) are included.
- Other benefits, including retirement plan and employer-sponsored health insurance, will be dependent on employee eligibility.

## LOCATION

Apex Evaluation is based in Albuquerque, NM. Apex offers remote and hybrid work models.

## CONTACT US

Email your résumé and a letter of interest to [careers@apexeval.org](mailto:careers@apexeval.org) by October 30 for best consideration.

Find us online at [apexeval.org](http://apexeval.org) and <https://www.facebook.com/apexevaluation>.