Fulton-Montgomery Community College is looking for a full-time12-month position of Institutional Research Analyst. This grant-funded administrative position performs qualitative and quantitative data analysis, collection and reporting. Reporting to the President, this position supports the efforts of the College to meet the data and planning needs of a variety of internal and external stakeholders and the College’s compliance reporting requirements.

Excellent health insurance, benefits, and generous paid time off

**Minimum qualifications include:**
- Bachelor's degree in an analytic field, such as Mathematics, Applied Mathematics, Statistics, Data Analytics, Data Science, or other related degree with demonstrated ability to compile, manipulate, and analyze large-scale data sets
- Experience in data collection including the administration, analysis, and interpretation of surveys
- Excellent proficiency in MS Office Products
- Professional presence, strong interpersonal and organizational skills

**Preferred qualifications include:**
- Master's degree in relevant field preferred.
- Two (2) to three (3) years of experience working with data reporting and statistical analysis
- Experience in a higher educational institution, preferably in institutional research
- Experience with and knowledge of SIS and reporting software
- Experience with statistical software (e.g. SPSS, SAS) and statistical analysis, knowledge or experience related to computer programming

Interested applicants should provide a cover letter and a resume to hrsearch@fmcc.edu.

**FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran, or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Manager, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403.**