



EMORY  
LIBRARIES

Emory University Libraries Human Resources

## Job Description *Library Staff Positions*

# Data Analyst

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Employee Name	Vacant
Department or Unit	Assessment
Division	Research Engagement and Scholarly Communication
Campus Job Classification / Title	Data Analyst
Campus Job Code	LB10
Campus Pay Grade	332
FTE [Percentage of Time]	100% [40 hours]
Type of Appointment	Staff
FLSA Status	Exempt
Name of Direct Supervisor	HyunSeung Koh
Supervisor's Library Job Title [Functional]	Head, Assessment
Supervisor's Campus Job Classification	Associate Librarian / Faculty-Equivalent

### University Job Summary Statement

Creates and maintains a data dictionary and meta data. Supports efforts to ensure that data standards are developed and maintained. Ensures that the uses of data through reports and queries are accurate. Supports business and system re-engineering and architecture development to define future data needs. Serves as an organizational consultant on matters relating to databases by providing expertise to assist users in meeting their needs. Performs other related duties as required.

### Library Position Summary

Reporting to the Head of Assessment, the Data Analyst supports data-informed decision-making across Emory Libraries by contributing to strategic projects, data analysis, and reporting efforts. This position assists in collecting, interpreting, and visualizing data to uncover insights, demonstrate impact, and identify areas for improvement. It also helps ensure compliance with university and national data policies, promotes best practices in data management, maintains the Libraries data dictionary, and facilitates internal and external reporting to key stakeholders. Through cross-functional collaboration, the role enhances understanding of community needs and strengthens the library's ability to deliver effective, evidence-based services.

### Type of Supervision Received

Reporting to the Head of Assessment, the Data Analyst is expected to work independently with autonomy, while consulting with the supervisor as needed for guidance and feedback.

### Type of Supervision Exercised

This position does not supervise staff but may supervise student employees who assist with library assessment tasks.

## **Key Responsibilities & Duties**

### **A. Project Support**

- a. Contributes to initiatives that inform strategic and operational decision-making for solving problems or addressing questions related to key aspects of resources, services, and space.
- b. Supports data storytelling efforts to highlight excellence, including uniqueness, effectiveness and impact, while identifying gaps and areas for improvement.
- c. Participates in projects aimed at understanding the needs of both internal and external community members and stakeholders.
- d. Assists in initiatives aimed at streamlining data workflows and promoting the adoption of best practices in data management.

### **B. Data Collection, Analysis, Interpretation, Visualization and Reporting**

- a. Maintains the Emory Libraries Data Dictionary
- b. Supports data collection, analysis, interpretation, and reporting using both quantitative and qualitative methods.
- c. Assists in identifying relevant data points—both existing and new—that help answer strategic questions or resolve operational challenges.
- d. Helps connect cross-functional and seemingly unrelated data points to uncover new insights and foster a deeper understanding of outcomes and impact beyond mere data collection.
- e. Contributes to the creation and maintenance of data dashboards and visualizations to effectively communicate findings.

### **C. Internal and External Data Reporting**

- a. Assists in compiling, sharing, and reporting Emory Libraries' data to internal and external audiences or stakeholders, such as Association of College and Research Libraries (ACRL), Association of Research Libraries (ARL), Emory Office of Planning & Administration, and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

### **D. Data Procedures, Practices, and Policies**

- a. Contributes to monitoring and staying abreast of university and national data policies, as well as Emory university data governance changes, that may affect compliance and influence internal practices.
- b. Assists in tracking and applying data-related best practices that support internal procedures and promote consistency and quality in data management.

## **University Minimum Required Qualifications**

A bachelor's degree and one year of experience in data analysis, statistics, or a related field, OR an equivalent combination of education, training, and experience.

## **Library Required Qualifications**

*These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.*

- Strong attention to detail and accuracy and commitment to ethical data practices
- Strong problem-solving and critical thinking abilities
- Ability to work collaboratively and respectfully as part of a team and effectively present data insights to diverse audiences

- Experience in data collection, cleaning, analysis, interpretation, visualization and reporting of complex and real-world datasets

## **Preferred Qualifications**

- Working knowledge and experience in libraries or non-profit organizations
- Experience with data visualization tools (e.g., Excel, Tableau, Power BI)
- Knowledge of statistical analysis and modeling (e.g., SPSS)
- Proficiency in programming languages (e.g., Python, R, SQL)

## **How to apply**

Interested candidates should submit their application via the Emory University careers portal: <https://staff-emory.icims.com/jobs/155850/data-analyst/job>.

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<b>LHR Review</b>	Krystal S. Rambus
<b>DATE</b>	September 2025