

Job Title: Business Data Analysis

ACS Education Division provides programs, products and services for learners and educators worldwide. The Division supports constituents from kindergarten through continuing education and must effectively monitor engagement, consumption and the overall satisfaction ratings for its programs. It is also imperative for the Division to closely monitor trends within chemical education to make decisions regarding its offerings. This role is essential to maintaining a business-driven mindset while fulfilling our mission.

Essential Duties/Tasks/Responsibilities

Serves as the data and business analytics manager for ACS Education.

Manages the Portfolio Evaluation process for ACS Education (formerly SPPM). Assists with the development and tracking of KPIs as well as providing programmatic recommendations based on trend data.

Managing and cleaning data to prepare for analysis, review, or reporting. Providing support to staff within the Education Division for these tasks.

Support the building of or upgrading of databases within the Division to monitor constituent engagement.

Serves as the chemical education liaison to the Research and Decision Support Office and to the ACS data project (i.e., data store and Membership 2.0 data initiatives).

Education

Bachelor's or advanced degree in chemistry or data science. Minimum of 5 years of related experience with a Bachelor's degree; or 3 years and a Master's degree; or a PhD without experience; or equivalent work experience.

Knowledge/Skills

- Data and performance management
- Data analysis
- Database creation
- Comfort with/ability to learn platforms to support data management
- Understand and communicate trends in chemical education
- Program and resource management
- Familiarity with chemical education trends
- Strong interpersonal, analytical, written and oral communication and organizational skills required.
- Knowledge of technology systems and data visualization tools (i.e., Tableau) and statistical programming (i.e., SQL, Python)
- Strong customer service skills for interaction with internal stakeholders, students, governance committees, and stakeholders such as donors.

EEO/Minority/Female/Disabled/Veteran