 **Data Scientist Standard Job Description**

**Classification Title:** Data Scientist

**FLSA Exemption Status:** Exempt

**Pay Grade:** 75

**Job Description Summary:**

The Data Scientist, under direction, is responsible for the development of complex statistical modeling to abstract problems and discovering insights through the use of statistical, algorithmic, mathematical optimization and visualization techniques. Develops and improves upon statistical analysis and predictive models to support the universities critical business process and initiatives including forecasting short and long-term trends.

**Essential Duties and Tasks:**

**55% Development of Statistical Models**

* Develops a set of statistical models or algorithms based on a continuously identify, assess, measure, and monitor university faculty recruitment, retention and success, as well as across faculty, staff and students.
* Provides guidance in use of appropriate methods and techniques in the development of data dictionary, to be used by other offices across campus for appropriate assessments of success factors for colleges and divisions of Texas A&M University.
* Identifies and communicates recommended data deficiencies within units.
* Maintains assessment criteria for continual development of data analytics models.
* Stays in compliance with appropriate storage of PI data in regards to Federal, State, Texas A&M System and Texas A&M University policies, procedures.
* Maintains a set of standards, technical infrastructure, data management and data algorithm development efforts for future uses, as well as compliance review.
* Performs other duties as assigned

**30% Documentation and Reporting of Findings**

* Documents entire process of statistical approaches and techniques used in preparation and statistical analysis algorithms.
* Provides clear and concise set of findings for Administration and management to review and perform actions.
* When necessary, makes recommendations to base on statistical assessment of subjects.
* Develops final reports that will be provided to the Provost, Vice Provosts, Associate Provost, Vice Presidents, Deans and Department Heads as necessary.

**10% Training of Data Science Techniques**

* Develops training of used statistical methods and techniques to ensure junior data analyst understand methods and approaches used, and so that other areas within Texas A&M University may be able to recreate approaches and methods to similar data analysis projects.

**5% Data Cleansing and Security**

* Periodically reviews data and data collection policies and procedure within Texas A&M University to ensure that data is maintained in a manner that is applicable with all current Federal, State, System, and University rules.

**Required Education and Experience:**

* Bachelor’s degree in related field or equivalent combination of education and experience.
* Eight years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of Advanced Statistical Analysis, Tableau, R, Python, SPSS, Stata software applications.
* Knowledge of use of data mining.
* Ability to research and develop statistical learning models for data analysis.
* Ability to multitask and work cooperatively with others.
* Excellent written communication, analytical, interpersonal, and organizational skills.

**Machines and Equipment:**

* Computer: 30 hours
* Phone: 5 hours

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This role may require working outside of standard office hours, including evenings, weekends, and holidays, to support the demands of technology services and ensure the seamless operation of essential systems.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**