KENTUCKY HIGHER EDUCATION STUDENT LOAN CORPORATION  
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Research Analyst</th>
<th>Date:</th>
<th>January 2015</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Executive Office</td>
<td>Status:</td>
<td>Full-time</td>
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<tr>
<td>Location:</td>
<td>Frankfort</td>
<td>Grade/Salary:</td>
<td>9E-$39,406 minimum</td>
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<tr>
<td>Supervisor:</td>
<td>Director of Research</td>
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Kentucky Higher Education Student Loan Corporation is an independent municipal corporation and political subdivision of the Commonwealth of Kentucky that expands educational opportunities by providing financial and informational resources that enable Kentuckians to attain their higher education goals.

SUMMARY

Performs testing, research, analysis, and reporting functions; develops program specifications, queries, management level reports; provides and analyzes data used to evaluate and set performance standards.

JOB DUTIES

- Locate, evaluate, and collect quantitative and qualitative data relevant to agency mission and goals.
- Utilize basic statistical techniques to analyze and interpret data from both primary and secondary sources, and provide professional evaluation regarding the quality of data sources.
- Use a wide variety of reporting tools and computer application software to create accurate, valid and reliable, unique, on-demand reports.
- Create clear, objective, data-driven written (and occasionally oral) reports for internal and external clients.
- Contribute to the on-going development, design, and programming of a standardized reporting system to facilitate wide access to meaningful data analyses.
- Participates in project teams to develop and employ methods to estimate and predict outcomes.
- Regularly attends internal meetings as required.
- Regular attendance is considered an essential function of this position.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor’s Degree with three years’ experience in statistics, statistical analysis, and/or quantitative research methods/design.
- Ability to work in Frankfort, Kentucky full-time.
- Ability to program in SAS for data analysis and reporting.
- Ability to be creative and synthesize new concepts/designs with traditional approaches to data analysis and reporting in order to maximize communication effectiveness.
- Ability to work efficiently and effectively with co-workers in a small-team environment to produce in a timely manner the most accurate and reliable data analyses that are most useful for internal and external clients.
- Use the Internet effectively for research and data gathering.
- Use standard office machines (PC, printers, copiers, scanners, etc.).

Experience with the following is helpful:
- Microsoft Office
- AS400 Query
- Statistical Forecasting
- Crystal Reports
- Tableau
- Mapping/GIS software

Please send resumes to hr@kheslc.com if interested in applying to this position. Applicants will be asked to demonstrate SAS programming proficiency and to provide a writing sample if called for an interview. When applying, please note in your email where you viewed this vacancy.