

## Clark Atlanta University Job Description

<b>Position Title:</b>	<b>Data Manager</b>
<b>Employee:</b>	
<b>Department:</b>	<b>Office of Planning, Assessment and Institutional Research</b>
<b>Reports To:</b>	<b>Executive Director of Data Management and Institutional Research</b>

*The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

### **General Function (Description):**

The Data Manager is responsible for university-wide collaborative projects to improve institutional research data retrieval, reporting and analytics. The incumbent works with the Department of Institutional Research to establish procedures and standards for responding to institutional data collection requirements and requests; maintenance of historical data trends; generates data tables, charts and reports as required; and oversees the quality and integrity of institutional database. Additionally, the individual provides functional and technical support related to Banner database and DegreeWorks program.

### **Examples of Duties and Responsibilities:**

- Establishes procedures for responding to institutional data requests. (Maintains up-to-date log of requests by due dates and responds in a timely manner)
- Collaborates with Banner Module owners and OITC to ensure institutional data collection accuracy, consistency and integrity is maintained according to industry standards
- Compiles accurate datasets on student enrollments, financial aid, housing, completers, athletics, faculty class loads, alumni, employees, etc., for internal and external reporting within the designated timeframe
- Collects and organizes data tables for inclusion in CAU *Trend Book*; ensures that all data are reviewed and critiqued by appropriate persons for accuracy
- Assists in the development of forms, questionnaires, and instruments necessary to meet institutional data collection needs
- Collaborates with data systems (banner, ARGOS, etc.) and analyst staff members and departmental users and subject matter experts to develop trend data tables and metrics to formulate KPI measures
- Develops Key Performance Indicators (KPI) data structures, report templates and end-user training and demonstration to translate departmental data needs into dashboard and reporting template(s)
- Assist users in testing and customizing on all elements (templates, charts and graphics, etc.) of presentation design and integrating specific dashboard analytics reporting for continuous improvements into the presentations
- Manages and support institutionally established institutional dashboard
- Responds to user needs relating to institutional dashboard and banner data inquiries
- Monitors DegreeWorks reporting system rules, validation tables, classes and other operating parameters that involve Banner Student
- Scribes new and historical curriculum and program requirements
- Assists units with Institutional Dashboard training, workshops, retreats and special events. (Prepares workshop materials and performs related duties as required)

### **Knowledge, Skills and Abilities:**

- Ability to analyze and interpret data and construct reports
- Knowledge of data collection and research techniques
- Experience in Relational Database Management Systems (Banner), Structured Query Language (SQL), statistical software ( SPSS preferred), and Microsoft Office (Access, Excel, PowerPoint, Outlook, Word) is

required.

- Experience with Argos and/or writing database queries using SQL is preferred
- Use Excel for presentation, reporting and training (e.g. build and utilize formulas, pivot tables, macros, and external data sources/queries)
- Utilize data visualization tools (motion graphics and/or info-graphics) and best practices that enable decision-makers and end-users to view, access and report data tables and charts
- Ability to interpret academic and administrative policies and to collaborate with academic department and cross-functional teams is essential Adequate knowledge of web technology
- Strong written and oral communication skills
- Above average organizational skills
- Ability to grasp and implement instructions
- Ability to interact effectively with individuals at different levels
- Ability to work independently

**Minimum Hiring Standards:**

<b>Education</b>	Bachelor's degree preferred or equivalent experience required
<b>Minimum Years of Experience Required</b>	Five years experience in a field which requires the utilization of technological systems, data research and computational skills
<b>Years of Management/Supervisor Experience</b>	NA