

Job Title:	Manager of Data Analytics
Supervisor:	Director of Data Analytics
Department:	Academics
FLSA Status:	Non-Exempt
Supervisory role	No
Location	Washington, DC

Position Purpose

The Manager of Data Analytics supports the ASPPH Data Center and is responsible for a variety of institutional research and effectiveness projects, member data collection, and member engagement.

Responsibilities/Duties/Functions/Tasks

- Maintain and monitor ASPPH Data Center Portal user accounts and associated mailing lists and virtual communities.
- Coordinate data request tracking system fulfill data requests for internal and external requestors and maintain data request tracking database.
- Maintain and develop ASPPH Data Center Portal resources.
- Assist in development of training programs and materials for the ASPPH Data Center Portal.
- Conduct data collection, verification, validation, and analysis.
- Assist in maintenance of ASPPH Data Center process documentation.
- Provide general administrative staff support as needed.
- Other duties as assigned.

Minimum Qualifications:

- Education: Bachelor's degree required; Graduate degree preferred
- Experience: minimum three-years relevant experience; or, graduate degree

Skills Needed:

- Experience in data collection, analysis, and report development.
- Experience using data analytics software and technologies including Tableau, MySQL, and MS Office Suite products. Knowledge of Stata preferred.
- Strong analytical skills with demonstrated ability to analyze data with accuracy and precision.
- Exceptional customer service skills
- Ability to maintain a high level of confidentiality with data and reports that include sensitive information.
- Effective oral and written communication skills
- Ability to:
 - Work independently, initiate project activities, and handle multiple tasks
 - Collaborate effectively with others
 - Perform with accuracy and effectiveness
 - Solve problems creatively