

## Research Center Data Manager

**Position Title:** Research Center Data Manager  
**Contract Term:** 12-month position  
**Accountable To:** Director of Institutional Research, Assessment and Accreditation (IRAA)  
**Salary:** \$45,609 - \$49,519

**Summary of Position:** The Research Center Data Manager will assist in the day-to-day logistical and operational tasks for research projects at Turtle Mountain College (TMC). The Data Manager will interact with investigators, collaborators, and students in a research environment. This person will support the data needs of research study associated activities of faculty, students, and collaborators at TMCC. The Data Manager will assist in project planning, and ensure that pre-established work scope, study protocol, and regulatory requirements are followed and that full, secure recordkeeping systems and procedures are maintained.

### **JOB CHARACTERISTICS:**

**Personal Contacts:** Regular contact with faculty, students and collaborators.

**Supervision Received:** The Research Center Data Manager will report to the Director of Institutional Research, Assessment, and Accreditation (IRAA).

### **RESPONSIBILITIES:**

- Contribute to developing and managing a comprehensive Institutional Research (IR) System that supports the College's mission, strategic objectives, and initiatives.
- Guide the establishment of institutional standards on all aspects of data governance and management including the development and maintenance of data-related policies and procedures.
- Oversee the management of data definitions ensuring definitions are aligned across systems and with relevant local and international data standards such as the Common Education Data Standards (CEDS) or IPEDS Glossary.
- Provide support in the academic and non-academic program review processes, as well as participate and provide support in other university-wide assessment processes.
- Work collaboratively with all internal stakeholders on projects and initiatives related to data quality, data models, data integration, and system support and maintenance.
- Respond to requests related to data and data analysis and reporting.
- Oversee the development, administration, analysis, and reporting of surveys.
- Lead the research team in the design and creation of reports and dashboards to support accurate and time-sensitive analysis of data using appropriate tools to make data accessible, meaningful, and usable at all levels of the university.
- Direct and coordinate institutional data and information reporting to external institutions and agencies and ensure the accuracy of reports as well as compliance with national requirements and accreditation standards.
- Establish and maintain a reporting management system to ensure that all reports are submitted in a timely fashion.
- Monitor data integrity and oversee the development and maintenance of the institutional data repository.
- Ensure the confidentiality and proper use of personally identifiable information.
- Manage, train, and evaluate faculty and students in data and research.

## Research Center Data Manager

- Assist with data preparation pertaining to grant applications
- Coordinate with grant directors to ensure timely preparation of data reporting, in alignment with grant requirements
- Performs other position related duties as required.

### **JOB REQUIREMENTS:**

**Knowledge:** Experience with business intelligence, and statistical analysis and interpretation.

**Skills:** Proficiency in MS Office applications.

**Abilities:** Ability to design and develop various data-rich reports, dashboards, and presentations. Excellent interpersonal, written, and oral communication skills with the ability to communicate and articulate ideas clearly and concisely to a wide range of audiences.

### **REQUIRED QUALIFICATIONS:**

- Bachelor's degree in Data Science, Computer Science, Statistics, Social Science or a related field.
- Experience in modern data processing software and online survey technology.
- Experience using descriptive statistics (e.g., frequencies, mean, median, etc.).

### **PREFERRED QUALIFICATIONS:**

- Master's degree in Data Science, Computer Science, Statistics, Social Science or a related field.
- 2 years of relevant experience, preferably in similar Higher Education/Research Institutes.
- Experience with data extraction, manipulation, visualization and reporting tools, and relational databases.
- Experience using advanced statistical methods.