Job Description

Position Title	Assistant Manager, Statistical Data Management and Analysis
Department	Office of Admissions
Reporting To	Senior Manager, Admissions
Date	August 2017
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will be required to work with the Office of Admissions and be responsible for conducting statistical analysis of admission data by developing analysis protocols, cleaning, compiling and organizing data, managing databases, analyzing data using advance excel as well as specialized statistical computer programs, and presenting analysis results in numerical, descriptive and graphic formats.

DUTIES AND RESPONSIBILITIES

- ✓ Undertaking requirement analysis and designing data collection tools and processes as per requirement;
- ✓ Collecting data from primary or secondary data sources and maintaining databases/data systems;
- ✓ Filtering and cleaning data, and coding it as per need;
- ✓ Interpreting data, analyzing results using statistical analysis software and techniques;
- ✓ Developing ongoing reports by creating data tables/charts/graphs and writing interpretative narration to present trends and patterns;
- ✓ Assisting Senior Management in making forecast and projections for incoming classes and developing class profiles;
- ✓ Assisting the Admission team in improving the data management system;
- ✓ Supporting admissions team in carrying out major admission activities as per need;

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Graduation and/or Post Graduation in relevant filed i.e. Statistics or Mathematics or Economics
Required Experience	✓ At least 1-2 years of experience in working with quantitative data and analysis.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Quantitative data analysis	High
2.	Reports development and projections	High
3.	Advance excel and statistical analysis software	High
4.	Written and oral communication skills	High
5.	Detail orientation	High
6.	Self-learning skills	High
7.	Dependability	High
8.	Ability to work with cross-functional teams	High