Job Description

Position Title	Education Management Information System (EMIS) Officer
Department	Office of Institutional Research
Reporting To	Assistant Director, Institutional Research
Date	April 2017
Type of Position	Full Time

POSITION DESCRIPTION

The Education Management Information System (EMIS) officer will support the Office of Institutional Research in the development and management of integrated database for the University, data processing, and data analysis.

DUTIES AND RESPONSIBILITIES

- ✓ Initiating and facilitating designing formats and data bases for analyses in MS Access, SPSS, Excel, and other statistical software.
- ✓ Planning and strategizing statistical data entry and analyses processes undertaken by different projects of Office of Institutional Research.
- ✓ Ensuring all data hygiene and ethical use of data.
- ✓ Running basic statistical analysis, organizing data in infographics, and combining and rearranging data from source documents when required.
- ✓ Updating the databases developed by Office of Institutional Research to ensure that they are equipped to provide crisp and relevant analysis.
- ✓ Facilitate the research team in using data software for analyses
- ✓ Maintaining requests for information, storing and archiving hard and soft data, updating and deleting unnecessary files
- ✓ Liaising with IT Department to navigate and support Office of Institutional Research's initiative of data warehousing and data mining initiative
- ✓ Developing expertise in the educational and learning management systems used at Habib University to support Institutional Research in research.
- ✓ Creating a system for student data tracking from prospective students to alumni and regularly update it.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ BS in Computer Science, data management or related field. Certification in statistical software use will be an added advantage. ✓ Demonstrated ability to analyze complex data sets, identify and troubleshoot data integrity issues within the system, and clean extracted data. ✓ Demonstrated ability to use statistical analysis and software packages for data management and analysis such as SPSS, STATA, etc. ✓ Familiarity with online survey tools like Survey Monkey, Qualtirics, and Drupal. ✓ Familiarity with data systems used in higher education.
Required Experience	✓ 3-5 years.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Statistical analysis	High

2.	Project management and database experience	High
3.	Excellent data visualization skills	High
4.	Comprehensive knowledge of computer systems and analytics	High
5.	Ability to work in teams and meet deadlines	High