

Job Description

Position Title	Deputy Manager, Data and Operations Management
Department	Graduate School Curation Program
Type of Position	Full time
Reporting to	Senior Manager, Graduate School Curation Program

POSITION DESCRIPTION

The Deputy Manager of Data and Operations Management will oversee the development and implementation of data management strategies to ensure accurate, secure, and efficient data collection, storage, and retrieval processes. Responsible for designing and implementing data collection systems aligned with program goals, the role involves leading data analysis efforts to derive insights that inform strategic decision-making and enhance program effectiveness. Additionally, the Deputy Manager prepares detailed presentations for stakeholders, monitors key performance indicators, and collaborates across teams to optimize operational processes, contributing to the overall success and continuous improvement of the GSCP.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this position include, but are not limited to, the following functions:

1. Develop and implement data management strategies to ensure accurate, reliable, and secure data collection, storage, and retrieval processes.
2. Lead the design and implementation of data collection systems and tools, ensuring alignment with program goals and objectives.
3. Collaborate with stakeholders to define key performance indicators (KPIs) and establish benchmarks for program success, monitoring progress towards goals through regular data analysis.
4. Conduct in-depth data analysis to identify trends, patterns, and insights that inform program strategy and decision-making.
5. Prepare presentations for GSCP office and upper management, summarizing key findings, progress updates, and strategic recommendations based on data analysis.
6. Provide guidance and support to team members on data-related tasks, including data collection methods, data entry protocols, and data quality assurance measures.
7. Create and maintain comprehensive dashboards and reports to track program performance, presenting findings to stakeholders clearly and actionably.
8. Identify opportunities for process improvement and efficiency gains through data analysis, making recommendations for optimization and implementation.
9. Stay informed about emerging trends and best practices in data management, analytics, and visualization, integrating new tools and techniques as appropriate.
10. Serve as a liaison between the program team and external partners or stakeholders on data-related matters, ensuring alignment and consistency in data collection and reporting practices.
11. Coordinate the program's correspondence and manage data and student records for current and previous GSCP students.
12. As needed, execute formal correspondence to students, faculty, staff, and other on- and off-campus constituents.
13. Perform event planning and planning support for GSCP events including student recruitment, orientation, workshops, seminars, summer research programs, etc.
14. Develop and lead occasional cohort building, leadership and research-oriented workshops and sessions for GSCP students.
15. Coordinate program logistics and provide administrative assistance to support the GSCP curriculum, seminars, and other initiatives taken by the program.
16. Assist in the marketing and communication of relevant activities to students, faculty, advisors, and other administrators. Collaborate with the Marketing Dept and assist with the development of marketing collateral including the GSCP web site, blogs, videos, etc.
17. Assist in developing a system and mechanism for assessing the GSCP initiative, including data collection, data analysis, and preparing reports.
18. Support the Offices of Resource Development, Global Engagement and Student Recruitment and Admissions Office for activities related to GSCP.
19. Contribute to the overall success of the GSCP by performing all other duties as assigned.

GSCP Pillar Specific Tasks:

- 1) **Undergraduate Academic Alignment with Grad Schools (UGQ):**
 - a) Track monthly progress of DSSE Dean's Fellows and PBoS members in meeting research and graduate school requirements, identifying gaps in current activities, and suggesting modifications to enhance effectiveness.
 - b) Monitors the monthly progress of DSSE Dean's Fellows and PBoS members in research collaborations with local and international bodies, fostering meaningful partnerships to advance academic goals.
 - c) Oversees the initiatives aimed at discovering multi-disciplinary and locally significant problems, ensuring active participation and impactful contributions from DSSE Dean's Fellows and PBoS members.
 - d) Manages, and sorts all data collected during interactions and monitoring phases.
 - e) Analyzes quantitative changes in undergraduate quality (UGQ) projects.
 - f) Provides data-related support to compile UGQ data for sharing with relevant programs and stakeholders.
- 2) **Research**
 - a) Utilizes data analytics techniques to crunch STRP (Student Research Training Program) recruitment data, mapping students to faculty based on research interest areas, programs, and other relevant criteria.
- 3) **Grad School Linkages:**
 - a) Research and create a regularly updated database of graduate school programs and their contact information for the GSCP office to reach out to.
- 4) **Advising and Mentoring:**
 - a) Provide leadership in orienting and advising GSCP students, monitoring their adherence to basic requirements and their progress towards graduation, arranging for interventions as needed.
 - b) Develop manuals and guidelines on student advising specific to the GSCP Program.
 - c) Conducts office hours to provide guidance and support to DSSE Dean's Fellows on graduate school application preparation, leveraging their expertise in data-driven decision-making.
 - d) Tracks mentoring interactions between DSSE Dean's Fellows and students, ensuring effective support and mentorship for graduate application preparation
- 5) **GSCP Program Data Collection, Analysis and Management**
 - a) Collect and evaluates data pertaining to all GSCP pillars, including but not limited to temporal analysis (changes over time) of graduate school placements, academic research input/output/progress/changes over time, GSCP interactions with graduate linkages, test prep funding utilization and its impact, scholarships awarded, changes in student engagement with GSCP including during advising hours.
 - b) Design a comprehensive monitoring and evaluation plan for the GSCP and begin implementation, often in collaboration with other HU Offices. Onboard and monitor GSCP adherence to this data plan.
 - c) Engage all stakeholders in data collection by designing and implementing feedback through surveys. Focus groups, interviews, emails.
 - d) Collect and share public data through collaboration with other HU programs/offices, e.g.: student success, OoR.
- 6) **Funding**
 - a) Research and create a regularly updated database of graduate school scholarship bodies and their contact information for the GSCP office to reach out to.
 - b) Communicate relevant scholarships, honors status, and course information to students and appropriate university departments.
 - c) Maintain internal records related to scholarship awards, conference attendance, graduation, and honors courses.

REQUIRED JOB SPECIFICATIONS	
Required Qualifications	✓ Masters' degree
Required Experience	✓ At least 4 - 5 years of experience in relevant field

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication Skills	High
2.	Organizational Skills	High
3.	Attention to details	High
4.	MS Office Suite	High
5.	Data Analysis Skills	High