Job Description

Position Title	Data Analyst
Department	Office of Student Recruitment & Admissions
Reporting To	Head of Department
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will work with the Office of Student Recruitment & Admissions and will be responsible for managing and maintaining the database of students. S/he will ensure the quality of applicants against the desired matrix and the quantity with the set profile for the year. The candidate will run varied statistical analysis on various stages of student's data to create better understanding of the results achieved against recruitment and admissions activities. S/he will share desired analysis with the key stakeholders in order to ensure that they are well aware of the current standing and progress.

DUTIES AND RESPONSIBILITIES

Database Management:
- ✓ Maintaining different database of Student Recruitment & Admissions related activities which further leads to analysis
- ✓ Collecting data from primary or secondary data sources using different tools and techniques to maintain databases/data systems
- ✓ Applying Quality Control checks to ensure data is clean and uniform
- ✓ Assist the Student Recruitment and Admissions team in improving the data management system

Data Analysis:
- ✓ Undertake required analysis and design data collection tools and processes as per requirement
- ✓ Interpret data, analyze results using statistical analysis software and techniques
- ✓ Identify trends and patterns in the data to develop admission projections
- ✓ Run various analysis which could aid the student recruitment and admissions team to improve marketing strategy to make recruitment drive more effective

Monitoring, Evaluation and Reporting:
- ✓ Monitoring the gap between targets and actual performance based on admission applications and enrollments
- ✓ Develop ongoing reports to present trends and patterns regarding various stages of admission process

Information dissemination and Data reporting
- ✓ Providing data to designated departments as per required format of accreditation & regulatory bodies
- ✓ Providing details of enrolled students to Office of Academic Performance, Office of Student Finance Department and Office of Registrar
- ✓ Create and manage Power BI dashboards pertaining to admissions
- ✓ Contribute to team effort by accomplishing related tasks as needed
- ✓ Carry out additional tasks and responsibilities as and when required

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Graduate degree in Mathematics/Computer Science/Information Management/Statistics ✓ Master's degree will be preferred ✓ Strong knowledge and working experience of various reporting and analysis tools such as Microsoft Excel, Power BI and other relevant analytical tools

Revision Date		Version	

Required Experience	✓ At-least 2 years of work-related experience
	✓ Knowledge of policies related to HEC, PEC, NCEAC, etc. in relation to admissions in Higher Education Institutes will be an advantage

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Technical expertise regarding database design and data analysis techniques	High
2.	Skills for using statistical packages and Business Intelligence for analyzing large datasets (Excel, SPSS, Power BI etc.)	High
3.	Strong analytical skills with the ability to collect, organize, analyze data with attention to detail and accuracy	High
4.	Report writing and presentation skills	Medium
5.	Mature, self-driven, results-oriented individual, who displays flexibility and ability to handle multiple tasks simultaneously	High
6.	Well organized and team player	High

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Verified By (For HR Only)   Line Manager (If Any)   Head of the Department

Revision Date		Version	