

TOURO COLLEGE

JOB POSTING

Data Manager/Reviewer

Reports to: Director of Assessment
Status: Part-Time
FLSA: Exempt
Location: Manhattan

About Touro College:

Touro is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American community. Approximately 19,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System. For further information on Touro College, please go to: <http://www.touro.edu/media/>.

JOB SUMMARY:

The Data Manager assists the Director of Assessment with the entry, management, analysis and reporting of institutional data.

JOB RESPONSIBILITIES:

Responsibilities include, but not limited to the following:

- Utilizes databases necessary in the WEAVE Online assessment management system, which allows schools and programs/units to enter and track their mission statements, outcomes and objectives, measures/findings, strategic plans, assessment analyses and reporting related to overall institutional effectiveness.
- Serves as primary day-to-day manager for the college's WEAVE Online system.

REQUIREMENTS:

Education, Preparation, and Training

- Bachelor's Degree
- Emphasis in Mathematics/Statistics, economics or the social sciences
- At least 1-3 years previous social and/or education research experience

Skills

- Data analysis background
- Direct experience with data extraction educational research models, statistical software packages, survey construction and institutional planning
- Working knowledge of essential social research and planning methodologies
- Ability to pay close attention to detail.
- Excellent oral/written communication

Physical Demands

- Extensive time sitting and standing
- Extensive use of computers
- Able to lift 5 lbs.

Computer Skills

- Proficiency in Microsoft Office Suite including Word, Excel, PowerPoint, Access, Outlook

Travel

- Work takes place in administrative offices

Application Procedure:

Please send an application letter, resume, and salary requirements to: recruit.hr@touro.edu.

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