

Director of Technology and Data Analysis
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=224268>

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Posted Oct. 23, 2023, set to expire Oct. 31, 2024

Job Title Director of Technology and Data Analysis
Department REGISTRAR'S OFFICE
Institution Old Dominion University
Norfolk, Virginia

Date Posted Oct. 23, 2023

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Computing/Informational Services

Job Website <https://jobs.odu.edu/postings/19018>

Apply By Email

Job Description

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Provide analysis, programming and support of systems development for technologies used in the Registrar's Office supporting faculty, staff and students at the university. Serve as one of the University's essential personnel in emergency or critical situations as deemed necessary by the supervisor.

Type of Recruitment
Knowledge, skills and abilities

Advanced or expert knowledge of Microsoft Office products, specifically Excel and Access. Working knowledge of effective customer service techniques when working with a diverse group of technical and non-technical people. Effective oral and written communications skills. Exceptional

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analytical and organizational skills. Strong managerial, interpersonal, supervisory and problem solving skills. Demonstrated ability to understand and to effectively use tables, views and rules within the database. Demonstrated ability to learn and apply new technologies, both hardware and software. Demonstrated ability to train internal and external constituencies, including creation of materials in a variety of formats and settings. Demonstrated ability to work on multiple tasks and with minimum supervision. Demonstrated ability to thrive amidst a hectic pace.

Special licenses, registration or certification

None

Education or training

None

Level and type of experience

Comprehensive experience in report writing, programming or project management. Considerable experience in analysis and programming. Considerable experience with relational database systems. Progressively responsible work experience with technological applications. Working experience with campus wide information systems such as Banner, PeopleSoft, Salesforce, etc.

Additional Considerations (supplemental knowledge, skills, abilities, education, experience, licensure, certification)

Comprehensive experience in a higher education setting and Ellucian's Banner administrative system. Comprehensive experience in high level use of Microsoft Access, Excel and other systems supporting business intelligence such as Cognos, etc. experience working in a database environment preferred. BA or BS in Computer Science or Information Technology discipline or an equivalent combination of education and/or experience may be substituted.

Conditions of Employment

Given the nature of the positions in Academic Affairs that provide support to student services and/or student-centered programs, the employee occupying this position may be required to work during a university closing as directed by their supervisor. These instances may include working from a remote location (i.e., telework, etc.).

This is an open until filled recruitment. This recruitment may close after the five-day required posting

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period when a suitable pool of applicants has been generated.

Annual Salary/Hourly RateSalary commensurate with education and experience

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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