

Director for Analytics and Information Management for the
College of Arts and Letters
Old Dominion University

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Posted Feb. 7, 2025, set to expire Nov. 1, 2025

Job Title	Director for Analytics and Information Management for the College of Arts and Letters
Department	DEAN A&L COMMONWEALTH ACC
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Feb. 7, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research Computing/Informational Services
Job Website	https://jobs.odu.edu/postings/22630
Apply By Email	
Job Description	

Job Summary

The Director for Analytics and Information Management for the College of Arts and Letters will play a critical role in advancing the college's strategic goals through comprehensive data management and analysis. This position is responsible for compiling, analyzing, and disseminating data to support planning, administration, and decision-making within the college. The Director will collaborate closely with faculty, staff, and administrators to ensure accurate and timely access to actionable information. This position will report to the Dean of the College of Arts and Letters.

Position Type

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FullTime

General Public

Minimum Qualifications

Master's degree in a related field (e.g., Higher Education Administration, Information Management, Data Science, Data Analysis) required; or a Bachelor's degree in stated fields with related experience equivalent to a Master's degree.

- Considerable knowledge using and applying database applications and software, database reporting software, database user interface and query software, and data mining software.
- Considerable proficiency in generative AI tools and their application in data analysis.
- Considerable proficiency in database management, statistical analysis, and data visualization techniques.
- Strong analytical skills with the ability to interpret complex data sets and provide actionable insights.
- Excellent written and verbal communication skills, with the ability to communicate effectively with diverse stakeholders.
- Considerable ability to create projections for enrollment, scheduling, and staffing.
- Ability to work with data of varying levels of quality and validity.
- Ability to manage multiple projects simultaneously and meet deadlines.
- Proven ability to work collaboratively in a team-oriented environment.
- Demonstrated ability to protect confidential information.
- Strategic thinker with the ability to align data initiatives with institutional goals.
- Detail-oriented with a commitment to accuracy and data integrity.
- Commitment to continuous improvement and innovation in data management practices.
- Considerable experience in data management and analysis, preferably in a higher education setting.
- Considerable experience with using various data sources in short- and long-term strategic planning.

Preferred Qualifications

Some experience with Sales Force (or similar CRM systems) and Banner preferred.

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

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