DATA ANALYSIS & REPORTING MANAGER
Career Services – Occidental College – Los Angeles, CA

POSITION SUMMARY
The Data Analysis & Reporting Manager is a member of the Career Center Operations team. In collaboration with the Career Education & Advising team, the incumbent will maintain all career management platforms and databases to ensure optimal engagement with students, alumni and employers. In addition, the incumbent will ensure accurate analysis, reporting and recommendation for career center outcomes and develop presentations that accurately reflect career center performance.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS
This position reports to the Associate Director for Strategic Initiatives & Operations
- Serve as the lead administrator for career services technology, data, and reporting.
- Serve as the expert on all career services online platforms.
- Evaluate and organize data to draw valuable insights that can be used to take immediate action to improve the student user experience and inform future career services.
- Assess and evaluate career education, counseling, and employer engagement programming.
- Lead and serve as project manager for all new technology implementations.
- Establish guidelines and protocols to help identify and eliminate fraudulent employers and job postings in career management system.
- Track data and generate key performance indicator reports/presentations including weekly and monthly performance dashboards, semester-end reports, annual reports, employer and alumni engagement reports, and career education and advising reports.
- Manage the research and identification of prospective employers and alumni for key industries and events.
- Develop and lead career education workshops to train students on how to use and maximize all career services technology and resources, including data analytics, and reporting tools.
- Develop and deliver training for career services staff and student workers on all department technology.
- Create, administer, and analyze surveys and assessments to gauge student, alumni, employer satisfaction, and overall career center performance.
- Identify and recommend technological solutions to improve the delivery of career services to students and alumni.
- Work collaboratively with the career services team in coordinating, set-up and participating in on-campus recruiting events.

QUALIFICATIONS
- Bachelor’s degree required. Master degree preferred
- 2-5 years experience in an analytical role
- Strong data analysis skills and attention to detail required
- Advanced skills in Microsoft Excel and PowerPoint required
- Ability to analyze data and create reports that accurately reflect the state of the business for career services
Ability to present data in a manner that appeals to different audiences, e.g. students, faculty, administrators
Excellent troubleshooting and analytical problem-solving skills
Ability to work both collaboratively as well as independently on projects
Strong oral and written communication skills
Ability to occasionally work evenings and weekends required
It is required, per Federal I9 guidelines, that candidates must be eligible to work in the United States
Occidental College will not sponsor a work visa and does not accept OPT/CPT

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu AND hccjobs@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.