



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

POSITION: Data Coordinator

EEO# RD 51-16

RESPONSIBILITIES:

The Data Coordinator will work under the direction of the Data Manager and will assist staff with the collection, management, and reporting of education related information such as; defining data elements/indicators and developing user guides/dictionaries. Qualified candidates will assist in reviewing and verification of data collected by the department for validity and accuracy, using a variety of analytical and statistical methods; assist in defining, comparing, presenting and recommending the implementation of specific data collection activities and educational research approaches; assist in design, development and maintenance of computerized databases containing data on public and non-public education required by the production of reports; assist with designing and identifying measurements standards which are used in reporting of departmental projects; help conduct training of staff about department data collection and procedures; researches, designs and evaluates current and long range plans for data collection procedures; may serve on a team of data analyst and project personnel in securing the best possible results for evaluation of departmental projects and assist in the creation of grants and proposals that are crucial to departmental success.

QUALIFICATIONS:

Bachelor's Degree or Master's Degree plus 2-4 years of professional level experience, preferred

UNIVERSITY AND COMMUNITY:

(The following is to be included in each vacancy announcement)

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

SALARY: Commensurate with experience.

ANTICIPATED STARTING DATE: June 1, 2017

APPLICATIONS:

Submit cover letter, resume and references to chelsea.comeaux@louisiana.edu

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>