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| **Job Title**  | Data Analytics Coordinator ( 6 Month Fixed Term) |
| **Functional Area(s)**  | Education Administration |
| **Reports to**  | Sandra Mooney Head of QA and Enhancement |
| **Location** | Principally at Innopharma office premises in Sandyford, Dublin 18 and your home based on your manager approval of schedule |
| **Job Summary**  | **Responsibilities:**The key duties of this role is to perform a variety of duties associated with the acquisition, management, analysis, and reporting of educational data.* Analyse end of semester and end of year student survey’s and prepare reports for Programme Review teams
* Analyse grade data and prepare reports for Programme Leads / Head of Faculty
* Support the annual self-assessment report through provision of data from various sources which is gathered throughout the year through surveys.
* Provide reports on student outcomes based on data gathered by programme managers.

**Additional Duties*** Support any additional duties identified by your Manager if required to support the business.
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| **Key Skills** | * Ability to analyse data and utilise data visualisation to present data in a meaningful way
* Critical Thinking skills
* Presentation skills
* Ability to analyse data using statistical techniques and providing reports.
* Ability to identify, analyse and interpret trends or patterns in data.
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| **Qualifications** | Data Analytics, Computer Science, Mathematics or Statistics* BA/BS in Data Analytics, Computer Science, Information Systems, Math, Finance, or other technical disciplines, or relevant experience in a quantitative field
* Knowledge of Excel
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**How to Apply?**

Upload your CV to AHEAD’s WAMWorks Database before the closing date – [www.ahead.ie/wamworks](http://www.ahead.ie/wamworks).