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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. |
| **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. |
| **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 |

**How to Apply?**

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