



POSITION TITLE: Data Quality Manager

Job Code: 61831

POSITION DESCRIPTION:

The Data Quality Manager is responsible for managing data systems, reporting, and enterprise software while supporting implementation, training, and supervision of staff to ensure efficient departmental operations.

- Enters data from forms, records and/or reports using various software applications;
- Prints and distributes reports that are required by the technical college, TCSG, Management Information System, and federal agencies;
- Maintains an electronic record-keeping and filing system for all college departments;
- Maintains software and table entry for multiple applications;
- Designs, codes, tests, modifies and debugs software;
- Tests software and analyzes output prior to delivery to the user;
- Makes modifications to the software as needed to achieve the proper output of data to meet the user request;
- Modifies software as needed for subsequent requests as technology and/or the internal database changes;
- Maintains Banner security;
- Provides Banner project management;
- Maintains electronic forms software, integrated files, form building, workflow creation, and testing;
- Assists with implementation of new software applications;
- Identifies training needs, providing guidance and training as needed;
- Directs and supervises employees and/or work study students assigned to the department; and
- Other duties as assigned.

COMPETENCIES:

- Skill in the use of computers and job-related software programs
- Decision making and problem-solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

MINIMUM QUALIFICATIONS:

- Bachelor's degree in a related field ***OR*** Three (3) years of work-related experience
- Note: Experience may substitute for the degree on a year-for-year basis

PREFERRED QUALIFICATIONS:

- Experience working with Ellucian Banner

SALARY/BENEFITS:

Commensurate with qualifications. Benefits include paid state holidays, annual and sick leave, retirement options, and the State of Georgia Flexible Benefits package.

APPLICATION DEADLINE:

Open Until Filled



TO APPLY:

Please submit an online application using the OTC online job center website. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required to be submitted to HR upon acceptance of a written job offer. For more information, please contact the Executive Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Ogeechee Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person(s) have been designated to manage inquiries regarding the nondiscrimination policies:

- Christy Rikard, Vice President for Student Affairs, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7607, crikard@ogeecheetech.edu
- Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 711, Assessment Center, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu