DARS Data Analyst (2 posts)

University of Oxford, Wellington Square, Oxford

Apply

Development Office, University Offices, Wellington Square, Oxford

Grade 7: £31,604 – £38,833 with a discretionary range to £42,418 p.a.

Vacancy ID: 135638

Contact Email: recruitment@admin.ox.ac.uk

We are seeking two enthusiastic and adaptable individuals with excellent data, organisational and interpersonal skills to join the Data Team for the Development and Alumni Relations System (DARS). One post is permanent, and the other is fixed-term for 2 years, please indicate your preference on your application.

Based at the DARS Support Centre in the Development Office, the DARS Data Team is responsible for modelling, monitoring, maintaining and improving the data held in the DARS database as well as providing user support within a wide range of areas such as data quality, reporting, compliance and governance.

Reporting to the DARS Data Architect, you will assist with important data-related inquiries, improve data mining and data quality processes, and deliver support through data migrations. Your contribution will be essential for the effectiveness of the activities supporting Development and Alumni Relations across the University of Oxford.

You should have a passion for data and be committed to deliver an excellent work performance. You will be a team player with the ability to work independently towards meeting deadlines, to communicate effectively, and to adopt an assertive approach to problem solving. You will also have a high level of attention to detail as well as excellent data management and analytical skills.

We offer a challenging and fulfilling working experience with a wealth of opportunities to develop your professional skills. This is an exciting time to join a friendly team which is going through a period of change and growth.

You will be required to upload a letter of application as part of your online application.

To apply please click here.

Only applications received before 12.00 noon on Monday 9 July 2018 can be considered. Interviews are currently scheduled to take place on Friday 20 July 2018.