

The University of Chicago

Data Coordinator, Strategic Communications – Requisition 082272

General Summary:

Partner in the development and maintenance of a worldwide electronic community; manage communications data segments through the effective and secure use of data stored in the University's master databases. Develop policy and procedures for data-driven, secure, dynamic services that respond to the needs and interests of alumni, friends, parents and students within the community, while responding to University staff needs for key data to be returned to the system of record. Create systems for measurement, tracking, and reporting of alumni participation that can feed the system of record for alumni. Provide administrative support in the areas of purchasing, billing, and office supply management.

Qualifications:

Bachelor's degree or higher required; a minimum two years of relevant experience developing reports or manipulating data files to meet business needs required; experience in higher education, a not-for-profit setting, communication, or a related field (i.e. sales/marketing, public relations) preferred; ability to work with personal computers and database applications, especially Microsoft Excel and Access required; ability to establish and maintain strong working relationships with all members of Alumni Relations & Development, and the University community at large required; willingness and ability to travel to campus and/or non-campus locations for University business required; willingness and ability to work evenings and weekends required. Applicants must be currently authorized to work permanently in the United States.

For more information and to apply:

<http://jobopportunities.uchicago.edu/applicants/Central?quickFind=203527>

To be considered, all job seekers must meet the requirements and apply online.

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