



OFFICE OF THE PRESIDENT
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Data Management Specialist

The Maine Community College System is seeking a full-time Data Management Specialist. This position collaboratively supports the data needs as well as the research efforts of the Maine Community College System (MCCS). The position leads data management, including database development, data mapping, and process documentation, while contributing to data analysis and reporting on a variety of projects utilizing platforms such as Tableau and SQL Server. The position serves as an IR Team liaison to the MCCS IT Department for issues such as systems planning; hardware and software installation; server maintenance; security and backup; and troubleshooting. In addition, the Data Management Specialist allocates a significant portion of their time to supporting the HAF Center for the Advancement of Maine's Workforce. This position is based in South Portland, Maine.

MINIMUM QUALIFICATIONS: AA/AS in Computer Science, Information Technology, Data Science or related field and 4+ years of experience in data analysis, data visualizations, SQL familiarity, and professional experience within a higher education environment. An equivalent combination of experience, education, and training will be considered.

KNOWLEDGE, SKILLS, AND ABILITIES (*include but not limited to the following*):

Knowledge of data management and reporting systems such as Microsoft SQL Server, Tableau, Jenzabar, or Banner using programming tools such as SQL or SAS; knowledge of data practices, procedure development, and quality control/auditing; skill in data visualization, manipulation, and presentation using standard programs; ability to evaluate existing data structures and values and design ways to improve data consistency across the system to increase data integrity.

MCCS offers a full suite of benefits including health, dental, vision and life insurance, retirement savings, paid holidays, vacation, and sick time.

To apply, please submit a cover letter, a current resume, names, and contact information for three references, and a completed MCCS employment application (available at www.mccs.me.edu) by the close of business on **April 27, 2022**, to:

Data Management Specialist Search
Maine Community College System
323 State Street
Augusta, Maine 04330 or email hr@mccs.me.edu.

Search will remain open until position is filled.

The Maine Community College System requires COVID-19 vaccination(s) consistent with the requirements of reasonable accommodation.

MCCS is an equal opportunity/affirmative action institution and employer. For more information about that commitment, please call the MCCS Affirmative Action Office, 629-4000.