

# OHIO BOARD OF REGENTS

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## EMPLOYMENT OPPORTUNITY

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### **DATA QUALITY ADMINISTRATOR**

<b>Date Posted:</b>	<i>April 30<sup>th</sup>, 2008</i>
<b>Application Deadline:</b>	<i>May 16<sup>th</sup>, 2008</i>
<b>PCN:</b>	20010298
<b>Annual Salary:</b>	\$40,000 to \$45,000
<b>Work Hours:</b>	8:00 AM to 5:00 PM
<b>Division:</b>	Data Management & Analysis
<b>Location:</b>	Ohio Board of Regents 30 E. Broad Street 35 <sup>th</sup> Floor Columbus, Ohio 43215
<b>Supervisor:</b>	Director, Data Management & Analysis

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**Data Quality Administrator** - Administrative Staff and unclassified pursuant to §124.11 (A) (30) and §3333.03 of the Revised Code. Serves at the pleasure of the Chancellor and in a fiduciary capacity to the Ohio Board of Regents. Reports to the Director of Data Management & Analysis.

#### **Job Duties:**

Completes electronic reviews of enrollment-related data submitted by state-supported colleges and universities. Identifies data quality issues and concerns. Recommends strategies and necessary corrective actions to institutions for compliance with state and federal requirements. Makes audit feedback presentations on behalf of the Director and the Board of Regents to campus personnel. Assumes responsibility for logistical aspects of audit including schedule, compilation of audit materials, and on-site feedback presentations. Submits final audit findings in report form to the Director for review and submission on behalf of the Chancellor.

Responsible for maintaining confidentiality of sensitive information including personally identifiable information as defined by FERPA (Family Educational Rights and Privacy Act). Attends staff meetings and training sessions. Other duties as assigned.

**Minimum Qualifications:** Bachelor's degree in Business Administration or related field required. Two years' experience or commensurate skills and experience. Personal computer proficiency to include Microsoft Word, Excel, Access and PowerPoint. Analytical and data entry skills with attention to detail

are a must. Ability to maintain high levels of professionalism, and confidentiality. Ability to work effectively with little or no supervision in managing a variety of duties. Ability to communicate effectively in person, in writing, and by telephone. Willingness to learn and implement new technology. Ability and willingness to travel in-state to make audit presentations. Previous background in higher education setting is a plus.

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***PURSUANT TO OHIO REVISED CODE §125.151(B), ALL NEWLY HIRED EMPLOYEES WILL BE REQUIRED TO SIGN UP FOR DIRECT DEPOSIT AND HAVE THEIR COMPENSATION DEPOSITED DIRECTLY TO THE FINANCIAL INSTITUTION OF THEIR CHOICE. ALL POSITIONS OF THE OHIO BOARD OF REGENTS ARE UNCLASSIFIED PURSUANT TO SECTION 124.11 (A) (7) (a) AND SECTION 3333.03 OF THE OHIO REVISED CODE***

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**Submit a cover letter and resume to:  
Mary Harriel, Chief Operating Officer  
Ohio Board of Regents,  
30 East Broad Street,  
36<sup>th</sup> Floor, Columbus, OH 43215**

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***AN EQUAL OPPORTUNITY EMPLOYER***

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