



**TOUGALOO COLLEGE**  
**TOUGALOO, MISSISSIPPI 39174**  
**NOTICE OF JOB OPENING**

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**TOUGALOO COLLEGE Seeks: Data Management Coordinator**

**Position Summary:**

Tougaloo College seeks a compassionate, committed, and data-driven candidate to join the Office of Institutional Effectiveness and Research (OIER), The job duties will include:

- Develops and maintains department- and college-wide data management systems.
- Prepares reports and written materials.
- Researches, evaluates, and recommends changes to systems and processes related to the collection, reporting, and dissemination of information.
- Stays current regarding SACSCOC rules and regulations, performance measures, data collection methodology, and other regulatory mandated data systems.
- Works to integrate data systems.
- Provides quality assurance by analyzing and verifying data entered into the College's mandated system.
- Generates rosters and reports for instructors on a regular basis. Works with instructors to ensure all data is collected and is verifiable.
- Conducts regular training data collection and maintenance
- Plans and oversees archiving of records.
- Creates reports for the director and internal and external stakeholders.
- Perform other job-related duties as assigned by the director.

**Experience/Qualifications: Experience/Qualifications:**

- Bachelor's degree from a regionally accredited institution (Master's degree preferred);
- Two years related work experience in data collection, management, and analysis;
- Strong written and verbal communication skills;
- Demonstrated proficiency using advanced office software applications. Experience with databases;
- Strong organizational skills; and
- Ability to work with a diverse population.

**Date of Position Opening: September 3, 2021**

**Application Deadline: open until filled**

**Application material should include:** A letter of application addressing how the candidate fits the position profile; a resume; unofficial transcript(s) for the university/college awarding the highest degree; three (3) references with titles, addresses, telephone numbers, and email addresses.

**Salary:** The salary is commensurate with the responsibilities and expectations as aligned with credentials, experience, and skills.

**Mail Documents to:**

**Tougaloo College  
Attention: Director of Human Resources  
500 West County Line Road  
Tougaloo, MS 39174**

**Fax Documents to:**

**(601) 977-7866**

**ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.  
TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

HR/03/07/18