

**Middle States Commission on Higher Education  
Position Description**

Position Title: Data Management Specialist  
Department/Unit: Research  
Reports to: Senior Director for Research

**Position Summary**

Reporting to the Senior Director for Research, Middle States Commission on Higher Education (MSCHE), the Data Management Specialist manages data quality and assists in data gathering throughout the MSCHE organization. This individual will have a broad impact on the organization's developing data management process.

The Data Management Specialist is expected to take the lead in identifying data quality issues. This includes running reports that search for erroneous data, reviewing individual records, and validating data from third parties, either uploaded or downloaded. When frequent user errors are identified, the Data Management Specialist will work with the Senior Director for Research and users to retrain or develop processes that minimize data errors. The Data Management Specialist will also communicate regularly and completely with the IT group regarding any systems related issues. Currently, the office is transitioning some remaining paper records to digital format. During this transition period the specialist will be responsible for the integrity of both digital and paper records. Experience in institutional research in higher education or equivalent experience a major plus. The Data Management Specialist:

- Works with all units to ensure data integrity for both digital and hard-copy records;
- Maintains archival records;
- Identifies causes of poor data quality and communicates findings;
- Researches, gathers, summarizes data findings;
- Builds and supports survey administration, analysis and reporting;
- Provides superior service to internal customers;
- Aids staff outside of the research office with data reporting;
- Other duties as assigned.

**Knowledge, Skills, and Abilities**

- Impeccable attention to detail.
- Excellent organizational and time management skills.
- Strong verbal and written skills.
- Ability to multi-task; oversee multiple complex projects simultaneously.
- Ability to work well with others and maintain ongoing coordination, communication and/or team problem solving between units in the office.
- Ability to create reports of findings.
- Experience with data cleansing, matching, finding corrupt and redundant information.
- Demonstrated understanding of relational databases, data warehousing and/or data management.

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**Experience and Education**

- Bachelor's degree with high academic achievement in the liberal arts with a minor area of study or successful course work in statistics, institutional research, social sciences, economics or other applicable area of study.
- A minimum of two years of experience (including applicable internships) required.
- Master's degree can be considered in lieu of a portion of the experience requirement.

**Contact - Cessna & Associates, LLC - Beth Cessna at 202/232-1765 or  
[mschejobs@cessnasearch.com](mailto:mschejobs@cessnasearch.com)**

**Or**

<https://recruit.zohopublic.com/recruit/PortalDetail.na?digest=wUKJ7psyOrA4CgEqKivWGnGAUnkE7bVo.a85bxdBEmQ-&iframe=true&jobid=361327000000606113&widgetid=36132700000072311&embedsource=Embed>

*Green Card or Citizenship required for application. Visa sponsorship or H1-B transfer not available at this time.*

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