OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Data Anaylst

DEPARTMENT: Education

STATUS: Regular Full-time

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

• Bachelor's degree required.
• Experience in database management, statistical analysis, and producing summary. reports.
• Excellent interpersonal skills.
• Excellent verbal and written communication skills
• Computer skills, SPSS. MSXL, MS Word.

BRIEF DESCRIPTION OF DUTIES:
• Design Survey.
• Administer survey and assessment instruments.
• Collect analyses and develop report on data.
• Digitize survey and assessment instruments.
• Maintain database with data dictionary.
• Automate data retrieval and analysis.
• Produce report upon request.
• Perform all other related duties as needed.

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SALARY:	Commensurate with education and experience
POSTING DATE:	**July 2022**
CLOSING DATE:	**Opened until Filled.**
HOW TO APPLY:	**Interested persons must submit employment documents electronically**:

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in E-Verify

OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

RESET

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