

**Data Integrity Coordinator (IRO 41326)**

**Institutional Research**

**Business Development and Strategic Support**

**Location:** London

**Employment Group**: Support

**Hours:** 35 hours per week. Monday to Friday 8:30 a.m. to 4:30 p.m.

**Pay Details:** $32.42 per hour

**Closing Date:** Open Until Filled

**Working at Fanshawe College**

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

**Note:**This is a full-time Support position (35 hours per week).
 **Duties:**Reporting to the Manager, Institutional Research, the Data Integrity Coordinator ensures institutional data are integrated, maintained, accurate, and accessible to the Strategic Support (IR/SES) team. The incumbent will also ensure that data are updated and verified on a regular basis in the various platforms (e.g. PowerBI, Salesforce, Business Intelligence Library (BIL), etc.) and present using data visualization tools.

**QUALIFICATIONS**

* Post-secondary 3-year diploma/degree in Computer Programmer Analyst or related field
* Minimum 3 years’ experience working with student data in a post-secondary setting
* An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
* Experience working with PowerBI and other related systems
* Experience writing code to extract and integrate data
* Experience working in a team environment
* Demonstrated strong organizational skills and attention to detail
* Demonstrated ability to work independently and as a team
* Demonstrated excellent verbal and written communication skills

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply**:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

**Fanshawe College is an equal opportunity employer.  We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**