Associate Director of Data Science & Technology

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Type: Full-Time
Salary: Starting at $70,000 per year
Posted: 2 days ago
Application Due: Open Until Filled
Category: Career Development and Services

Associate Director of Data Science & Technology

The Associate Director of Data Science and Technology, reporting to the Executive Director of the Career Center, is responsible for overseeing and delivering data science and technology solutions that advance and support the mission of the Career Center. This includes managing one or more direct reports, collaborating with key internal and external stakeholders to identify and deliver key projects, creating and maintaining analytic dashboards and custom data models, overseeing the business strategy for data analytics and reporting, managing data sources and data validation, and leading projects related to Career Center data priorities with a concentrated emphasis on the career outcomes of UGA students and alumni. The focus is on delivering valuable insights and decision-making support through effective data management and analysis, while managing technology licensing, hardware, and resources and developing a team to achieve the Career Center's goals.

Special Instructions to Applicants

This position is structured as a permanent position within the Division of Development & Alumni Relations. We are unable to sponsor a work visa for this position.

Minimum Qualifications

Bachelor's degree in a related field or equivalent and 5 years of professional experience

Preferred Qualifications

- Master's degree in data science, analytics, information systems, computer science, higher education administration, or a related field, or an equivalent combination of education and progressively responsible experience.
- Demonstrated leadership of enterprise-level data analytics, reporting, business intelligence, and data governance functions within complex organizations, including oversight of data quality assurance, documentation, and validation processes.

- Proven ability to manage complex, cross-functional projects involving both technical and non-technical stakeholders, along with experience supervising professional staff through performance management, goal setting, and professional development.
- Proficiency with modern analytics, data integration, and visualization platforms—such as Power BI, Microsoft Fabric, SQL Server (SSMS, SSAS, SSIS), and comparable enterprise tools—and experience developing dashboards, operational reports, and ad hoc analyses that support executive-level decision-making.
- Strong understanding of data visualization best practices, effective storytelling for executive and public audiences, and working knowledge of advanced analytics techniques, including predictive modeling and applied AI in business or educational settings.
- Experience integrating and managing data from multiple sources, including survey platforms (e.g., Qualtrics, QuestionPro), CRM or career management systems (e.g., Handshake), and external datasets, as well as modernizing data architecture through cloud-based analytics, automation, and real-time reporting solutions.
- Knowledge of FERPA, data privacy standards, and information security best practices related to student and alumni data, along with experience managing technology resources such as software licensing, vendor relationships, and hardware lifecycle planning.
- Direct experience with career outcomes data collection, analysis, and reporting, including first-destination and alumni outcomes surveys.

Knowledge, Skills, Abilities and/or Competencies

- Strategic and systems thinking
- Ability to set goals and achieve outcomes in a timely fashion with little oversight
- Ability to work both independently and collaboratively
- Data-informed decision-making and basic program assessment knowledge
- Advanced technical skills and comprehensive understanding of business practices
- Excellent technical skills, be adept at engaging others through collaboration, ability to apply systems thinking to technical applications
- Ability to identify emerging requirements and solutions
- Ability to think organizationally, conceptually, and strategically
- Ability to manage projects simultaneously, set priorities, and meet deadlines
- Ability to communicate complex material clearly in all formats
- Ability to translate objectives into IT solutions
- Strong project management skills
- Strong program management skills
- Relationship-building and collaboration across a broad range of stakeholder groups

Additional Division Expectations

- Through open, honest, and respectful communication, all staff, supervisors, and colleagues of the Division of Development & Alumni Relations are expected to interact with fairness, compassion, and decency. All employees will be held accountable for meeting the expectation of promoting a stable, productive, and healthy work environment.
- Adherence to CASE standards and commonly accepted industry standards relating to fundraising reporting are expected of all fundraisers. All fundraisers will be held accountable for meeting this expectation.

Physical Demands

- Work in a standard office environment
- Travel in and out of state if necessary
- Work nights and weekends as necessary
- Work using electronic mail, telephone, face-to-face discussions, paper form correspondence
- Communicate effectively in writing, speaking, and listening
- Organize and establish priorities; Remember detail; multi-task
- Lift and/or move up to 25 pounds
- Walk, stand, stoop, lift, kneel, climb

Duties/Responsibilities

(35%) Management of Data Modeling and Enterprise Data Systems

- Oversee the integrity, quality, and governance of career outcomes data across systems of record, including Qualtrics, QuestionPro, Handshake, Steppingblocks, Power BI, Microsoft Fabric, Microsoft SQL Server Suite (SSMS, SSAS, SSIS), and other technology platforms.
- Provide vision, leadership, and strategy for execution of the Career Outcomes Initiative. Monitor and evaluate progress year-round to take necessary actions. Collaborate with UGA schools/colleges and non-academic units to continue to evolve and improve survey outcomes, data reporting, and data visualizations.
- Utilize external data sources to augment internally managed information (e.g., third-party career outcomes data, Steppingblocks, U.S. Census, National Student Clearinghouse, etc.).
- Act as the Career Center's liaison to the Office of Institutional Research (OIR) providing career outcomes reporting and obtaining student demographics and activities data for the Career Outcomes Initiative. Provide reporting for national surveys such as US News & World Report, Princeton Review, etc.

(15%) Supervision

- Provide strategic and operational leadership to the Career Center Data Analytics team.

- Foster professional growth through mentoring, training, and leadership development opportunities for Data Analytics team members.
- Define and track performance metrics that measure and support the effectiveness of Career Center programs and services.
- Supervise and manage staff reporting to this position and develop performance initiatives, expectations, and evaluate his/her performance annually.

(30%) Analytics Innovation and Enablement

- Lead the development of analytics dashboards, predictive models, and analytic tools that support Career Center strategic priorities.
- Drive the integration of advanced analytics, AI, and data visualizations to support continuous improvement and innovation.
- Oversee the migration and modernization of data architecture to support scalable analytics, automation, and real-time insights into Career Center projects, programs, and services.
- Ensure that the uses of data through reports and queries are accurate.
- Design and develop standardized operational, management, and ad hoc solutions for use by Career Center staff.

(20%) Security, Compliance, Campus Integration, and Data Stewardship

- Ensure compliance with the Division of Development and Alumni Relations (DAR) and university IT policies, data security standards, and FERPA requirements.
- Provide leadership and strategic direction for data automation and request and exchange of data with DAR IT, the Office of the Registrar, EITS, and other campus units.
- Coordinate user access controls and data permissions across systems.
- Partner with DAR IT and EITS to manage security updates, backups, and incident responses.
- Liaise with DAR IT, EITS, procurement, and other campus technology partners to align systems, standards, and support processes.
- Oversee the deployment, maintenance, and lifecycle management of all computer hardware, peripherals, and AV equipment used by the Career Center.
- Contribute to long-term technology planning aligned with Career Center strategic goals.
- Act as a liaison to DAR IT and Enterprise Information Technology Services, utilizing working knowledge of EITS' DNS/DHCP system and basic understanding of networking components. Act as a liaison for the Registrar's Office obtaining various data sets used to update Handshake and the Career Outcomes Survey.

About the University of Georgia

Chartered by the state of Georgia in 1785, the University of Georgia is the birthplace of public higher education in America and is the state's flagship university (https://www.uga.edu/). The proof is in our more than 240 years of academic and professional achievements and our continual commitment to higher education. UGA is currently ranked among the top 20 public universities in U.S. News & World Report. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton. UGA employs approximately 3,100 faculty and more than 7,700 full-time staff. The University's enrollment exceeds 41,000 students including over 31,000 undergraduates and over 10,000 graduate and professional students. Academic programs reside in 19 schools and colleges, including our newly established School of Medicine.

About the University of Georgia Career Center

The University of Georgia Career Center is the provider of centralized career services to undergraduate, graduate students, and alumni at The University of Georgia. Career Center staff work collaboratively with faculty and staff of all departments to enhance the career success of University of Georgia students/alumni. Several of the "nuts & bolts" services the UGA Career Center provides to its students include career counseling, job search training, and opportunities to connect with employers.

The Career Center also serves as a corporate gateway to the University by helping employers meet key faculty/staff, understand culture and curriculum, and successfully recruit UGA students and alumni. A broad group of corporate, government, and nonprofit employers recruit at The University of Georgia, and the Career Center facilitates this process through career fairs, on-campus interviews, and a variety of recruiting and educational programs and events.

EEO Policy Statement

The University of Georgia is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, genetic information, national origin, race, religion, sex, or veteran status or other protected status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu).

USG Core Values Statement

The University System of Georgia is comprised of our 26 institutions of higher education and learning, as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating

and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found online at https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct.

Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found online at https://www.usg.edu/policymanual/section6/C2653.

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu).