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# Example of Data Services Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of data services. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for data services

* Promotes a culture of continuous improvement
* Establishes and documents policies and service level expectations
* Directs marketing activities for the unit by monitoring ongoing outreach to constituencies, assessing outreach efforts, and planning for regular and targeted marketing and communication efforts to grow service use
* Manages all reporting and communications on the unit’s progress with the Associate Dean for
* Research Data Management
* Works with Associate Dean for Research Data Management on budgeting, contractual and legal matters
* Complete in all duties within assigned function
* Seeks professional growth
* Knowledge of Meter Data Services processes
* Contribute to the design of managed services solutions for the client that will be commercially competitive while managing risk

## Qualifications for data services

* Canadian Securities Course, US Series 7 or equivalent business exposure an asset
* Previous experience in a supplier management role with in depth knowledge of market data products, services and solutions
* Capability to function with a high degree of autonomy when required
* Bachelor’s Degree in business, finance or related field, or the equivalent in work experience
* Masters degree or PhD from an accredited college/university in Econometrics, Computer Science, Statistics, Mathematics, Engineering, Bioinformatics, Physics, Operations Research, or related fields, with a minimum of two years of relevant experience (strong mathematical background with ability to understand algorithms and methods from a mathematical viewpoint and an intuitive viewpoint)
* Demonstrate expertise and solid understanding of the broad concepts in Data Warehousing, SDLC, Change Management, Issue Management, Master Data Management