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# Example of Data Systems Job Description

Our company is searching for experienced candidates for the position of data systems. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for data systems

* Ensure eSchool student information is complete, accurate, and compliant with Arkansas accreditation standards
* Work with site Operations Directors to oversee the student registration and scheduling processes
* Submit student data during cycle reporting and coordinate with school staff to ensure that errors are corrected
* Oversee accounts creation and security administration of academic data systems
* Create and maintain systems training material and user guides for regional teachers and staff
* Disseminate and advise staff on SIS training opportunities and provide staff supplemental training and support for key users of the eSchool student information system
* Analytical business lead for IT projects including electronic laboratory notebook (ELN), electronic instrument logbook, electronic sample management/inventory and electronic repository for methods and specifications
* Analytical point person for Data Integrity as relates to electronic systems
* Lead for data lifecycle management of stand-alone analytical computerized instruments
* Responsible for periodic review of qualification status for analytical computerized systems

## Qualifications for data systems

* Experience with Puppet, Chef, Ansible, Fabric is a nice to have
* Experience with Microsoft Access and Excel to develop creative client-ready products
* 1+ years of experience with SQL, JAVA, C++, or VBA
* Twelve (12) years directly related experience
* Strong interpersonal and communication skills and ability to influence people throughout the organization
* 3+ years of experience working with academic data and/or student management systems