Our company is looking to fill the role of data quality analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for data quality analyst

- Prepare summary views and analysis for quarterly 'packages' periodic executive summaries and/or customer scorecards
- Analyzes and edits source information from varied sources to determine correct additions and modifications regarding entity records
- Identifies and corrects corrupt or inaccurate records
- Ensures a high level of customer service is maintained when receiving and handling requests from internal and external customers, representing the University and Foundation in a positive and professional manner
- Provides and gathers input for the establishment of system policies and procedures
- Validate audit data population identification approaches to ensure audit populations are accurate
- Statistical sampling for Asset Management QC or other QC teams as needed
- Analyze, summarize and draw conclusions from audit data
- Governance and overall documentation requirements of the Quality Organization
- Investigate and resolve questions and issues raised by audit activities

Qualifications for data quality analyst

- A Bachelor's degree in a quantitative subject such as Computer Science, Statistics, Engineering

- Results focused and ability to judge value of data
- Bachelors of Science/Arts required
- Statistics, Pareto charts, metrics and graphical trend reporting, data-drilling, dashboards
- Bachelor's degree in social science, statistics or related field plus two (2) years relevant experience