

# VACANCY AT CATHOLIC EDUCATION BOARD OF MANAGEMENT (CEBM)

## DATA TECHNICIAN

This position will report to the Quality Assurance Officer - CEBM

The main responsibilities are recapped below:

- To gather the electronic data already in CEBM's possession for school years 2017 to 2019, identify data gaps and solicit/ gather outstanding data from identified sources.
- To collate, categorize and consolidate all data, as defined by CEBM and the Data Governance Committee
- To utilize MS-Office and other Visualization Tools (e.g. Power BI) to depict the data in accordance with guidelines provided by CEBM and the Data Governance Committee.
- To translate data into formats as requested by the Education AI project
- To provide weekly status reports to the Education AI Project

The successful candidate must possess the following job requirements;

- Enrolled in, or have completed a Bachelor of Science degree in any of the following (GPA 3.0 or higher)
  - Computer Science
  - Software Engineering
  - Information Systems
  - Economics
  - Business Economics
  - Applied Mathematics/ Statistics
- Advanced MS-Excel skills including Macro Writing
- Exposure to MS-Excel Development tools
- Experience with SQL and Database development
- Development experience in at least one scripting language (Python, R, etc.) would be an advantage
- Prior exposure to Statistical Analysis methods would be an asset

**Applications to be submitted to  
[robertboopsingh@gmail.com](mailto:robertboopsingh@gmail.com) by  
September 16<sup>th</sup> 2019**

*Only suitable applications will be  
acknowledged.*