Requires

Research Assistant – (Data Integrity Analyst) Alumni & External Relations Office

Role Description: We are seeking a detail-oriented and analytical **Data Integrity Analyst** to join our team. The ideal candidate will be responsible for ensuring the accuracy, consistency, and reliability of our organization's data. As a Data Integrity Analyst, you will be responsible for performing data quality assessments, identifying data issues, implementing data governance processes, and collaborating with various teams to resolve data-related problems.

Job Profile

- Review and analyze incoming data for accuracy, consistency, and adherence to established guidelines.
- Develop and implement data governance policies and procedures to maintain data accuracy and consistency.
- Collaborate with cross-functional teams to identify and resolve data-related problems.
- Investigate data anomalies, identify root causes, and recommend corrective actions.
- Develop and maintain data validation and verification processes.
- Ensure compliance with data protection and privacy regulations.
- Identify opportunities for process improvement and optimization in data management.
- Stay up to date with industry trends and best practices in data integrity and data management.
- Implement data update measures in a cost effective and time bound manner.
- Update the relevant databases (obtaining current and historical data), develop new data sets, and generate insights based on requirements.

Additional Details

- The selected candidate is expected to be present at the office for a regular office timing.
- He/she is required to coordinate with the Alumni & External Relations office staff, student body, alumni and internal and external stakeholders.
- The Research Assistants (RAs) will provide support in all tasks and activities related to the Alumni & External Relations office.

Skills/Requirements:

- Proven experience as a Data Integrity Analyst or a similar role.
- Strong knowledge of data management principles, data quality concepts, and data governance.
- Familiarity with data analysis and visualization tools (e.g., Excel, Tableau, Power BI).
- Excellent problem-solving and analytical skills.

- Attention to detail and ability to work with large datasets.
- Good communication and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.

Educational Qualifications: Candidates with a graduation degree.

Compensation: Compensation will be commensurate with the qualification and experience.

Tenure of the appointment: This appointment is initially for 1 year.

Location: The selected candidate will be working from IIM Ahmedabad campus.

Mode of application: Interested candidates can fill the [google form](#).

Candidates who have been shortlisted will be invited for a telephone or in-person interview.

Last date to apply: 26th February 2024.

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