



Thiagarajar School of Management (TSM)

Data Officer – Job Description: Roles and Responsibilities

1. **Data Management:**

- a. Creation of a data management system that includes development and maintaining data with periodic updation.
- b. Develop a system to organize data in user friendly format.
- c. Ensure data management and analysis by creating and maintaining student lifecycle and tracker in terms of student placements.

2. **Databases:**

- a. Create a master database of recruiting companies (past and current) and work to get databases of new prospective companies using various internal and external sources.
- b. Get emails / contact numbers of the prospective corporate / recruiters for placements from their website, social media and other modes.
- c. Collect and maintain the master database from all the students across all the years and all the programs.
- d. Maintain and manage databases as per institutional requirements.

3. **Data analysis and strategy:**

- a. Prepare info-graphs and statistics on various parameters pertaining to placements.
- b. Present trend analysis on placements with previous year comparison, upcoming trends and future plan of action.
- c. Work with internal teams and HR industry leads to identify process improvement areas, propose modifications, and devise data strategies.
- d. Prepare final reports for internal stakeholders to enable them to take important decisions based on various facts and trends.

Key Skills:

- Technical proficiency in database design, development, analysis and presentation of data models, techniques for data mining and segmentation.
- Strong analytical skills to collect, measure, organize and analyse data.
- Proficiency in data analysis and data reporting.

Qualifications (for all positions): Minimum 3-10 years of experience in educational institute / university of repute in the placement area depending on the position.

Emoluments (for all positions): as per industry norms.