
Job Title	Data Collection Specialist - Conexiones & Connections Progra
PVN ID	BM-2202-004592
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Student Affairs
Status	Part Time
Hourly Rate	\$25.00-\$30.00
Hour(s) a Week	16.00-19.00
Closing Date	Aug 31, 2022 (Or Until Filled)

General Description

The **Data Collection Specialist** will be responsible for the coordination and ensuring the operational success of the Conexiones & Connections program at Borough Manhattan Community College (BMCC).

Reporting to Conexiones & Connections program management the **Data Collection Specialist** Assists the Director and Assistant Program Coordinator to

- Prepare monthly and annual reports on program performance and status.
- Compile and validate data and provide weekly reports.
- Collaborate with team members on data validation, deriving key insights, coordination & task prioritization, and communicate updates about fixes/edits to tools & programs used for collection.
- Research, identify, and collect relevant data and conduct preliminary analysis.
- Report project status, adhere to key timelines and milestones, identify data gaps, and serve as a conduit between operational and technical teams.

Other Duties

Duties/Responsibilities

- Create structures to align Conexiones program's daily on-site data collection with grant and contract reporting requirements.
- Develop and implement effective data management strategies.
- Utilize data to make recommendations for targeted outreach and invitations and to assess the effectiveness of outreach strategy.
- Assist with case management/tracking systems.
- Develop systems to collect attendance and engagement data reporting purposes.
- Implement workflows responsive to student-reported data.

- Provide supervision to university student staff supporting data collection.
- Coordinate formative and summative assessment processes to evaluate program effectiveness.

Qualifications

Required Qualifications

- Bachelor's degree in data science or related field.
- Excellent written and verbal communication skills.
- Knowledge and experience with Microsoft Office (Word, Excel, Access, Outlook)
- Project management experience.
- Ability to interface with a variety of internal and external stakeholders, including senior administrators and staff, faculty, students, and funding agency program officers.

Preferred Qualifications

- Master's degree in data science or related field highly preferred.
- Experience working in higher education.
- Strong proficiency in written and spoken Spanish preferred.
- Experience with psychometrics a plus.
- Experience with data visualization a plus.