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| Job Title | Data Collection Specialist |
| PVN ID | BM-2402-006106 |
| 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 22, 2024 (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

- 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