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| **Job Title** | Data Coordinator |
| **PVN ID** | BX-2010-003748 |
| **Category** | Administrative Services |
| **Location** | BRONX C. C. |
| | |
| **Department** | Office of Academic Affiars |
| **Status** | Full Time |
| **Annual Salary** | $51,000.00 - $56,000.00 |
| **Hour(s) a Week** | 35 |
| **Closing Date** | Mar 29, 2021 (Or Until Filled) |

# General Description

Located in the South Bronx, Bronx Community College (BCC) is a designated Hispanic Serving Institution and was recently awarded a Title V Developing Hispanic Serving Institutions Grant from the US Department of Education entitled *¡Avanzando!* First-Year Success.

*¡Avanzando!* seeks to increase retention, graduation, and transfer rates for first-time full-time students by improving their pass rates in gateway math classes, extending evidence-based advisement practices and support, increasing the number of students receiving, retaining, and responsibly using financial aid, and creating high-impact work-based learning experiences for BCC students in in-demand fields.

Reporting to the Title V Project Manager the Data Coordinator will provide training, technical support, and reporting to facilitate the use of retention management tools and data in academic advisement to improve student academic momentum.

# Other Duties

- Serve as the campus Signal Vine expert
- Liaise with Signal Vine to implement BCC's texting communication plan
- Provide training to advisors, faculty, students, advisors and other support services areas on campus
- Responsible for troubleshooting and reporting technical issues regarding Starfish and Signal Vine
- Track and facilitate the broad use of Starfish and Signal Vine
- Provide periodic data reports
- Work collaboratively with BCC's current Starfish Coordinator and BCC IT departments
- Liaise between academic advisement and BCC's IT departments
- Additional administrative duties to support the project's success

# Qualifications

- A bachelor's degree.
- Demonstrated ability to work independently and as part of a team, within the department and with faculty and other administrators.
- Strong computer skills and knowledge of Microsoft Office (Word, Excel, Access).
- Knowledge of SQL.
- Demonstrated familiarity with early-alert or CRM systems such as Starfish.
- Training experience.
- Experience in implementing multi-user systems. (Preferred)