Job Title	Data Coordinator
PVN ID	HC-1903-003003
Category	Clerical/Office Services
Location	HUNTER COLLEGE
Department	School of Education
Status	Full Time
Hourly Rate	$22.00-$25.00
Hour(s) a Week	35
Closing Date	May 21, 2019 (Or Until Filled)

General Description

Founded in 1870 as New York City's first teacher-preparation school, the Hunter School of Education continues its deep commitment to advancing our understanding and practice of education in an urban context and to engaging our students as they prepare to enter increasingly complex and diverse communities as professionals in education. Through research, teaching and community engagement, SOE faculty, staff and students make significant contributions to improving the lives of youth, families, and the community.

The Office of Partnership Programs manages the alternative certification, subsidized, and non-traditional programs within the Hunter College School of Education and supports students in these programs. Working in partnership with a variety of local and national organizations, we offer programs in a wide range of teacher certification areas and school leadership certification for both novice and experienced teachers. Our programs offer participants the opportunity to gain hands-on experience in schools while enrolled in graduate coursework at Hunter College with many providing subsidized tuition.

The Data Coordinator is responsible for managing all data and data structures within the Office of Partnership Programs and preparing data reports that will be used to support students enrolled in our programs.

Other Duties

- Manage all Office of Partnership Programs data and data tracking.
- Enter and monitor student data across various platforms including CUNY's CUNYfirst database.
- Perform data management tasks (e.g., data cleaning, recoding, merging, etc.) to ensure data is up to date and accurate at all times.
- Monitor submission of required data by students and faculty; organize and maintain program records in both paper and digital formats.
- Prepare regular data reports to share with internal and external stakeholders; assist in preparation of grant reports by providing required data.

- Serve as a liaison with other School of Education and Hunter College offices on matters related to data.
- Develop and implement processes to improve and streamline data management and develop new tools to meet data needs to continuously improve data structures and quality.
- Contribute to general Office of Partnership Programs functioning.
- Other duties as assigned.

Qualifications

- Demonstrated experience managing data, data sets, databases etc.
- Experience in a higher education setting preferred
- BA required
- Excellent organization and mathematics skills
- Deep understanding of Excel and databases
- Excellent attention to detail and problem solving skills
- Ability to maintain confidentiality of sensitive data
- Ability to organize, prioritize, and coordinate day-to-day projects and assignments with exceptional attention to detail
- Ability to handle multiple tasks that are time sensitive and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments
- Ability to work independently and as part of a team
- Excellent computer skills including proficiency in MS Word, Excel, PowerPoint, Outlook, and online applications including Google drive applications
- Reliable and prompt