
Job Title	Data Manager
PVN ID	HO-1809-002741
Category	Administrative Services
Location	HOSTOS C. C.
Department	Division of Continuing Education and Wor
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 21, 2018 (Or Until Filled)

General Description

The Division of Continuing Education and Workforce Development at Hostos Community College of The City University of New York is seeking an experienced Data Manager to provide program management support duties for a Title II Workforce Innovation and Opportunities Act (WIOA) grant for integrated English literacy and civics education (IELCE) and other CUNY English language programs.

Other Duties

Responsibilities also include, but are not limited to:

- Maintaining documentation and data entry of required outcomes in ASISTS
- Reviewing and ensuring the quality of the data for interim and final reports
- Creating and producing management reports when needed for the director and NY State Department evaluators
- Maintain program data for each semester under the direction of the Case Manager
- Maintain student data records for all programs
- Perform related tasks as assigned

Qualifications

- Ability to use discretion, and sound judgment with handling confidential materials and information especially student records
- Ability to work under deadlines, with changing priorities
- Ability to respond calmly to emergencies and work proactively with colleagues
- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports

- Ability to communicate effectively, ability to listen and quickly respond to others
- Ability to work in a team, as well as work independently

Qualifications

- Bachelor degree
- Experience working in a language program preferred
- Strong background in ASISTS preferred
- Strong skills in Excel and Microsoft Office
- Experience with TABE and BEST PLUS highly preferred
- Experience working with diverse populations in low-income communities
- Strong interpersonal and communication skills
- Well-organized and detail-oriented
- Team-player with creative problem-solving skills
- Excellent organizational and multitasking skills, ability to work with conflicting demands
- Proficient in Microsoft Office