

<b>Job Title</b>	Outcomes Specialist
<b>PVN ID</b>	LA-1902-002939
<b>Category</b>	Administrative Services
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	TechHire Open Code Program
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$30.00
<b>Hour(s) a Week</b>	15.00
<b>Closing Date</b>	Apr 06, 2019 (Or Until Filled)

## General Description

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LaGuardia Community College's Division of Adult and Continuing Education is seeking a part-time Outcomes Specialist to enter data and create reports for the US Department of Labor funded TechHIRE Open Code program. LaGuardia's TechHIRE Open Code provides training for young adult and incumbent workers to enter into employment as web developers, software developers, and computer network support specialists. The Outcomes Specialist is responsible for collecting and inputting student data; for the creation of reports to be submitted to the program manager, the division and the Department of Labor as requested. The Outcomes Specialist will be expected to follow all guidelines regarding the handling of confidential data.

### Key Responsibilities:

- Collect participant data from a number of sources including application forms, case manager's records, and employment related records, to create quarterly reports to be submitted to the US Department of Labor
- Maintain student folder system and paper data collection tools
- Collect data for divisional reports to be submitted to the College President on a quarterly basis
- Maintain and update student rosters
- Collect and track applicant data

## Other Duties

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## Qualifications

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- Bachelor's degree required.
- 2-5 years demonstrated experience in data collection for reporting purposes
- Proficient in Microsoft Office (i.e. Word, Excel);
- Excellent written and verbal communication skills, organizational skill and the ability to multi-task required;
- Ability to interact effectively with various college departments and team members

Preferred Qualifications/Skills:

- Experience with a variety of databases a plus
- Experience working with continuing education or adult education programs a plus
- Second language ability a plus