Job Title	TechHIRE Open Code Data Specialist and Training Coordinator
PVN ID	LA-1909-003284
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Workforce Development
Status	Full Time
Annual Salary	$58,500.00
Hour(s) a Week	35
Closing Date	Oct 11, 2019 (Or Until Filled)

General Description

LaGuardia Community College's Division of Adult and Continuing Education, Workforce Development Department, is seeking a full-time Data Specialist and Training Coordinator to coordinate an incumbent worker training program in data analytics with employer partners and 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, computer network support specialists, and data analysts. The Data Specialist and Training Coordinator has two main areas of responsibility: 1) coordinate and oversee the implementation of data analytics training for incumbent workers, and 2) collect and input student data and create reports to be submitted to the program manager, the division and the Department of Labor as requested. The Data Specialist and Training Coordinator will be expected to maintain positive professional relationships with a number of employer partners and to follow all guidelines regarding the handling of confidential data.

Key Respnsibilities:

Training Coordination:

- Work with the Senior Director of Workforce Development and employer partners of the TechHire Incumbent Worker Training in Data Analytics to schedule four to five cohorts of classes over one year, serving 100 incumbent workers.
- Maintain strong and open client-centered relationships with employer partners in order to ensure a positive experience for employers and students.
- Book classroom and computer lab space and ensure proper set-up, materials and equipment needed for classes.
- Work with the Senior Director of Workforce Development to develop a clear and effective student selection and assessment process with employer partners to ensure that classes are filled with students that are ready for the material and interested in the upgrades.
- Track attendance and student performance and communicate with instructors, employer partners, and students as issues arise.

- Supervise instructor(s) of the classes. Ensure that employer and student feedback is communicated to instructors as needed.
- Track and document post-training upgrades and promotions.

Data Management:

- Collect participant data from a number of sources including application forms, case manager's records, and employment related records
- 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
- Update department dashboards on a monthly basis
- Maintain and update student rosters
- Collect and track applicant data

Other Duties

Qualifications

Required Qualifications/Skills:

- Bachelor's degree required;
- 2-5 years' experience with program coordination and partnership management;
- 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 employer partners, various college departments and team members

Preferred Qualifications/Skills:

- Experience liaising with employer partners on training needs a plus
- Familiarity with data analytics a plus
- Experience with a variety of databases a plus
- Experience working with continuing education or adult education programs a plus
- Second language ability a plus
- Supervisory experience a plus