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| **Job Title** | Sr. Manager of Data Strategy and Reporting |
| **PVN ID** | LA-2511-007127 |
| **Category** | Administrative Services |
| **Location** | LAGUARDIA C. C. |
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| **Department** | VP Office, Adult & Continuing Education |
| **Status** | Full Time |
| **Annual Salary** | $75,000.00 - $90,000.00 |
| **Hour(s) a Week** | 35 |
| **Closing Date** | Jan 26, 2026 (Or Until Filled) |

# General Description

The Division of Adult and Continuing Education at LaGuardia Community College invites applications for the position of Sr. Manager of Data Strategy and Reporting. This role supports the Workforce Development and Career and Professional Programs (CAPP) departments, which collaboratively prepare New Yorkers to start and advance their careers through high-quality certificate and training programs. Both departments offer a broad portfolio of non-credit courses and credential programs designed to help individuals build practical skills, earn industry-recognized certifications, and achieve professional growth across sectors such as healthcare, technology, construction, and business.

Reporting to the Executive Officer, the Sr. Manager of Data Strategy and Reporting will collaborate closely with the Senior Directors of Workforce Development and CAPP, as well as program managers and staff across the division. The role is responsible for overseeing the design, collection, and analysis of data on key student and program outcomes, including enrollment trends, participant demographics, completions, credential attainment, internships, employment outcomes, and college transitions.

This role ensures the accuracy, accessibility, and strategic use of data to inform decision-making across the division. The Manager will design and maintain a robust reporting infrastructure and deliver high-quality, actionable reports that support institutional, divisional, and departmental leadership, while ensuring compliance with federal, state, and foundation grant requirements. The position focuses on transforming data into meaningful insights that enhance workforce programs, drive continuous improvement, and strengthen evidence-based planning.

In collaboration with Information Technology, ACE Enrollment Management, Workforce Development, CAPP and other key units, the Sr. Manager of Data Strategy and Reporting will lead the creation of a comprehensive divisional reporting database that fulfills both departmental and funder requirements. The Manager will advance efforts to standardize and improve the division's reporting tools and data systems while enhancing overall data capacity. Responsibilities include developing effective processes and tools, delivering staff training to strengthen data literacy, implementing quality assurance measures, and streamlining reporting workflows for greater efficiency.

**<u>Key Responsibilities:</u>**

- Lead the collection, validation, analysis, and reporting of student and program performance data for divisional, college, and funder reporting purposes. Produce comprehensive quarterly dashboards and annual outcome reports while ensuring compliance with all public and private grant reporting requirements
- Prepare timely reports and respond to ad hoc data requests from funders, institutional leadership, employer partners, and community stakeholders with accuracy, clarity, and professionalism.
- Develop, centralize, and maintain automated dashboards and performance tracking tools that integrate with and enhance the division's student information system (XenDirect). Standardize data entry forms, key fields, and reporting templates to ensure consistency and accuracy across systems, while providing visually accessible data visualizations that highlight key performance indicators (KPIs) related to enrollment, retention, completion, certification, and employment outcomes.
- Conduct data quality assurance reviews and internal audits to ensure accuracy, integrity, and compliance with college, state, and federal reporting standards. Establish validation checks, audit trails, and documentation protocols, maintaining organized and auditable records that strengthen accountability, support grant compliance, and promote confidence in reported outcomes.
- Partner with Information Technology, ACE Enrollment and system vendors to address XenDirect system limitations and identify opportunities for enhancement. Design effective workarounds, escalate technical concerns, and recommend upgrades that improve the division's ability to capture and analyze meaningful student outcome data.
- Produce tailored, funder-ready reports and visualizations for grantors, tuition program sponsors, accrediting agencies, and college leadership. Translate complex datasets into concise, outcome-oriented narratives with clear indicators and longitudinal trend analyses.
- Develop and maintain data systems that support grant-funded programs, scholarships, and tuition initiatives, ensuring accurate tracking of student outcomes and compliance metrics. Provide data analysis and performance metrics to support grant applications, renewals, and funder reports.
- Implement robust data governance practices and safeguards to protect student privacy, employer information, and funder data. Ensure that all procedures align with institutional policies, FERPA standards, and federal data protection regulations.
- Lead continuous improvement initiatives to advance data quality, accuracy, and usability. Regularly assess reporting processes to identify gaps or inefficiencies and implement systemic improvements that strengthen long-term data reliability and performance reporting capacity.

Appointments are contingent upon available funding and continued satisfactory performance. The position is primarily in-person, with the possibility of a hybrid schedule that includes some remote work.

## Other Duties

- Other duties as assigned.

## Qualifications

**Required Qualifications:**

- Bachelor's degree and at least five years of progressive experience in performance management, data management, analytics, or program management; or a master's degree in a quantitative or management-related discipline such as data analytics, information management, public administration, or business intelligence.
- Demonstrated experience collecting, analyzing, and interpreting data to inform decision-making, assess outcomes, and drive organizational improvement initiatives.
- Strong understanding of data modeling, reporting infrastructure, and performance metrics development, including experience designing dashboards and data visualization tools that communicate trends and insights effectively.
- Proven ability to prepare and manage data reporting for federal, state, and privately funded grants, ensuring compliance with funder requirements and alignment with institutional standards.
- Experience using workforce or student outcome data in higher education or public workforce settings—such as tracking completions, credentials, employment outcomes, and college transitions—is preferred.
- Skilled in translating complex quantitative findings into actionable insights and strategic recommendations for college leadership, program managers, and external stakeholders.
- Advanced proficiency with Microsoft Excel, Access, and reporting tools; experience with SQL databases, Power BI, or Tableau is strongly desired.

**Preferred Qualifications:**

- Knowledge of data governance, documentation standards, and data quality assurance practices, including experience implementing validation checks and auditing processes to ensure data integrity and regulatory compliance.
- Familiarity with FERPA, data privacy, and ethical data management practices applicable to student and employer records.
- Demonstrated ability to collaborate across departments and teams, providing analytical guidance and technical assistance to enhance data fluency and reporting capacity.
- Highly organized and proactive problem-solver with strong attention to detail and a commitment to continuous process improvement.
- Excellent communication and interpersonal skills, with the ability to present findings effectively to both technical and non-technical audiences.

## LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York (CUNY). LaGuardia offers more than sixty associate degree programs and more than fifty workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 24,000 students. More than one-third of LaGuardia's degree-seeking students are born outside the United States; they come from 136 countries and speak 43 heritage languages. Sixty percent are first-generation college students.

Virtually all LaGuardia students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent of associate degree students are Hispanic. Upon graduation most students transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce. LaGuardia ranked fifth among U.S. community colleges in economic mobility – moving low-income students into the middle class and beyond – in studies by Stanford University (2017) and the Brookings Institution (2020).