Job Title	Data and Intake Coordinator
PVN ID	LE-2206-004860
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	School of Education - Institute for Lite
Status	Full Time
Annual Salary	$45,000.00
Hour(s) a Week	35
Closing Date	Jan 04, 2023 (Or Until Filled)

General Description

The Lehman College Adult Learning Center (ALC) is a teacher-led direct-service project of the Institute for Literacy Studies (ILS). Our shared mission—advancing urban education—has deep significance for the schools, colleges, and community-based settings in our home borough of the Bronx. Four interrelated core values inspire and infuse our work: commitments to human capacity, social justice, the power of democratic communities, and transformative work for all persons.

We provide thoughtful, innovative instruction, individualized counseling, and a nurturing environment for learners aged 16 and older. Students enter our program with the hope that the ALC's key programs comprising free classes for Adult Basic Education (ABE), High School Equivalency (HSE) and English for Speakers of Other Languages (ESOL) including career and college readiness can provide them with a meaningful pathway toward qualitatively better lives and economic self-sufficiency. In turn, our classes embed adult learning in real-life contexts to ensure that everyone who comes through our door has the skills to not only get a foothold but compete in the modern workplace

GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

The Intake & Data Coordinator manages the administrative aspects of a student's time in the program, starting from when they register until after they exit the program. This position is responsible for managing all data and data structures within the Adult Learning Center and preparing data reports that will be used to support students enrolled in our ELL (English Language Learner) and BE/HSE (Basic Education & High School Equivalency) programs. The Intake & Data Coordinator is responsible for two closely linked areas of work:

Intake & Testing

- Manage all formal intake and testing procedures for the program;
- Prepare and organize all forms and materials for registrations and required student testing;
- Participate in new student orientations and follows up with missing demographic information;
- Administer sessions for pretest and posttest, including TABE and BEST+ sessions;
- Score and evaluating pretests and posttests for both BE/HSE and ELL programs;

- Collaborate with Case Managers at various sites on enrolling prospective adult education students from the community;
- Contact students from waiting lists regarding registration and ensuring that they complete all required steps to register;
- Work with High School Equivalency team regarding students taking the GED exam;
- Act as liaison between test centers administering the GED exam and ALC faculty;
- Communicate with CUNY Central and NYSED staff about student participants and compile accurate lists of testers.

Data Coordination

- Oversee all aspects of testing and data collection for the program;
- Generates monthly and quarterly reports as assigned; works closely with others in administrative and program units to draft special, comprehensive reports appropriate for agency decision making;
- Researches and drafts reports of moderate complexity using standard formats;
- Collect and analyzes statistical and other quantitative data of moderate complexity, including measures of project performance and quality control;
- Keep records safely and follows procedures to insure the security of confidential files;
- Develop and maintains spreadsheets for internal use;
- Monitor and tracking program progress, observing and assessing varying milestones;
- Participate in training and other professional development activities as assigned;
- Conduct routine data checks for program compliance with state guidelines;
- Respond to questions from program staff and state agencies regarding data compliance;
- Transfer data from paper formats into ASISTS database systems and spreadsheets for staff use;
- Review student files to be prepared for data entry;
- Verify data by comparing it to source documents; Updating existing data as needed;
- Maintain confidentiality of all student files and records including social security information and student test scores;
- Follow up with students who have exited the program regarding their employment status;
- Organize student files and paperwork as needed;
- Review student attendance for compliance with ALC guidelines; communicate with outside agencies (e.g.-HRA) regarding compliance and complete proof of compliance documents for students;

Other Duties

Management retains the discretion to add or to change the duties of the position as needed.

Qualifications

QUALIFICATIONS

- Bachelor's Degree with relevant experience preferred;
- Demonstrated experience managing data, data sets, databases etc. required;
- Deep understanding of database and cloud-based systems for tracking;

- Ability to work accurately and quickly with entering data;
- Ability to work with advanced Excel and Google sheets;
- Excellent organization and mathematics skills;
- Demonstrated ability to analyze data and present conclusions clearly;
- 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;
- Reliable and prompt;
- Commitment to and experience with working in a collaborative work environment.
- Strong interest in in adult literacy education and/or the non-profit sector;

POSITION HOURS

Full time, 70 hours per bi-weekly pay period. General daytime hours, but evening hours as needed. The ALC operates from 9 AM to 9 PM most weekdays so there will be a requirement from time to time to start work earlier or finish later as the role dictates (e.g.- project deadlines, registrations, filling in for staff, etc.).