
Job Title	Data Management Specialist
PVN ID	NY-2403-006190
Category	Instruction and Social Service
Location	NYC COLLEGE OF TECHNOLOGY
Department	Continuing Education
Status	Full Time
Annual Salary	\$44,500.00 - \$48,000.00
Hour(s) a Week	35
Closing Date	May 13, 2024 (Or Until Filled)

General Description

The Adult Learning Center (ALC) provides English to Speakers of Other Languages (ESOL), Basic Education (BE) and High School Equivalency (GED) preparation to adult learners in downtown Brooklyn and offsite locations.

Reporting to the Director and Assistant Director of Education Programs, the Data Management Specialist is responsible for managing the Adult Student Information System and Technical Support database (ASISTS), which is used by the New York State Education Department (NYSED) to monitor and evaluate grant funded adult education programs. In addition, the Data Management Specialist provides administrative and instructional support necessary to the effective operation of the ALC.

Other Duties

- Competently utilize the program's ASISTS enrollment management system, ensuring timely entering and managing of data that properly aligns with reporting needs
- Prepare attendance reports and general enrollment information for data analysis
- Follow-up with program participants to secure critical information, including outcomes data
- Coordinate, conduct and assist with in-person intake, registration, testing, placement, and related enrollment tasks
- Liaise with and provide administrative assistance to instructors and staff
- Collaborate on the development of flyers, forms, surveys, and spreadsheets
- Complete 14 hours of Regional Adult Education Network (RAEN) approved trainings and workshops annually
- Additional responsibilities on an ad hoc basis, as assigned

Qualifications

- High School diploma or GED; college credits or degree preferred
- Competent in the use of technology and MS Office applications
- Demonstrate sensitivity in working with personal and confidential records, including adhering to FERPA and other policies
- Teaching or data management experience, or a general understanding of Adult Education and a genuine desire to work with the adult literacy community
- Familiarity with social media to help promote program class offerings and services
- Well organized, able to prioritize, think critically, and meet deadlines
- Ability to multitask, be flexible, creative, resourceful, work independently and as part of a team
- Flexibility to work some evening hours on a consistent basis