Job Title	Data Specialist
PVN ID	SI-2002-003519
Category	Administrative Services
Location	COLLEGE OF STATEN ISLAND
Department	Budget, Finance, and Administration
Status	Full Time
Annual Salary	$35,000.00 - $40,000.00
Hour(s) a Week	35
Closing Date	Sep 03, 2020 (Or Until Filled)

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Division of Economic Development, Continuing Studies, and Government Relations (the Division) advances the College of Staten Island's position as a trusted community leader, partner, and valued resource by promoting civic prosperity through the realization of individual, community, regional, and global economic and social potential.

The Division is seeking a full-time Data Specialist to facilitate critical information collection and analysis in order to maintain key funding, support new funding initiatives, and clarify student populations involved in our programs. The position of Data Specialist will be funded through the Research Foundation of the City University of New York, reporting to the Associate Director of Budget, Finance, and Administration.

The Data Specialist will collect, organize, analyze, and contextualize large volumes of information regarding our division's participants and programs. The Specialist will also work with our program offices to develop and/or improve upon existing data management systems and report key information and evaluate trends in the data in order to assist with documentation, program development, and departmental needs. The Data Specialist is responsible for possessing a general understanding of the programs we offer and the likely outcomes of each program.

Other Duties

- Accurately administer in-person/online surveys, explain the purpose of all data sub-sections, and assist students with successful completion of materials;

- Facilitate focus groups in order to obtain relevant student demographic data, and quickly develop reports to share information with program leadership and staff;

- Collect, organize, and categorize all data to provide reports and presentations to various internal and external stakeholders, as requested, under the direction of the Associate Director of Budget, Finance, and Administration;

- Analyze data for notable themes and trends;

- Lead the division's transition from paper-based surveys to computer-based collection of student data;

- Support the division's program offices to develop and improve upon new/existing data management systems;

- On a regular basis, generate reports that serve as a "data pipeline" for vital grants and funding sources, as requested by the Associate Director;

- Perform outreach, via telephone, email, text, social media and in-person, to students and instructors regarding completion rates, credential/certification achievements, employment status, and career retention;

- Gain the confidence and trust of students in order to assist them in providing answers to unfamiliar or sensitive demographic questions;
- Provide administrative support to Associate Director;

- Complete all additional tasks as requested by supervisor.

Qualifications

- Highly skilled at using database software, specifically Microsoft Excel and Access;
- Extremely organized and detail-oriented;
- Comfortable speaking to large groups of diverse learners and fielding related questions
- Commitment to confidentiality in data collection practices;
- Willingness to arrange work hours around program classes, which can include weekend and evenings;
- Able to work without distraction in a fast-paced, open office environment;
- Bachelor's diploma and 3 years related experience required;