
Job Title	LINCT / Strive for Success Database Manager
PVN ID	VA-1709-002101
Category	Information Technology
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs - K-16 Initiat
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 26, 2017 (Or Until Filled)

General Description

The LINCT (Lessons in Navigating College Transitions) program serves high school seniors who are on-track to graduate but have not met traditional benchmarks for college readiness. The program trains high school teachers to teach specially designed senior year math and English courses that prepare students for CUNY's placement exams. Students also receive support to complete the FAFSA and the CUNY online application.

Strive for Success (S4S) is a campus based peer mentoring college advisement program that assists first year students in navigating their first year of college and beyond. S4S students are drawn from partner high schools and those referred from our community based organizations college access programs who matriculate into one of four (BMCC, BCC, HCC, QCC) CUNY partner colleges.

Reporting to the LINCT Director, the Database Administrator will serve as a general resource to LINCT program staff. The Database Administrator will manage one Database Analyst. Responsibilities will include managing the collection, quality assurance, and storage of data from a variety of sources. The Database Administrator will also construct and maintain program databases. Interested candidates should have a flexible, collaborative attitude, understand the fast-paced and highly changeable nature of educational programs, and be willing to learn.

Other Duties

- Build and maintain Access, Excel, and Social Solutions' Apricot databases utilized regularly by program staff to track program participants across 90+ high schools and multiple CUNY campuses;
- Employ Excel, SQL, and Access to create and improve reports synthesizing data from databases to inform programmatic decisions;

- Work closely with Central Office (CO), LINCT, S4S, Department of Education and campus program staff to manage and adapt data collection, cleaning, and storage processes, ensuring data security and reliability;
- Work closely with CUNY Office of Research, Evaluation & Program Support staff to design and support data collection, cleaning, and storage processes to facilitate their evaluation and research of the LINCT program;
- Train and support program staff and stakeholders in efficient use of role-specific tools in Microsoft Office, Apricot, and Signal Vine;
- Support selection, implementation, and usage of technology tools;
- Maintain selected data sources and implement regular updates to ensure data quality;

Qualifications

- Bachelor's degree preferred; particularly in Computer Science, Management Information Systems, or other related fields.
- Excellent communications skills both written and oral and an ability to translate technical issues for a non-technical audience.
- Experience matching data sets and manipulating large amounts of data from multiple sources.
- Detail-oriented and ability to keep accurate, well-organized records.
- Ability to be flexible and to work carefully and quickly to meet the demands of programs.
- Skills and experience should include:
 - Essential
 - Advanced proficiency with MS Access and Excel.
 - A strong background in relational database design with knowledge of relational programming models and the ability to program in VB/VBA, SQL.
 - Knowledge of data warehouse best practices.
 - Desirable
 - Familiarity with statistical software (SPSS syntax, STATA, and/or SAS) to analyze and manipulate large data sets with complex structures.
 - Experience maintaining a web-based database product.
 - Website development skills (particularly HTML).
 - Knowledge of networking environment and network file-sharing required.
 - Experience in education and/or non-profit setting.

Salary: Commensurate with Experience