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<b>Job Title</b>	Associate Program Director-Data Management
<b>PVN ID</b>	YC-2401-006092
<b>Category</b>	Managerial and Professional
<b>Location</b>	YORK COLLEGE

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$52,400.00 - \$55,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 26, 2024 (Or Until Filled)

## General Description

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- Set up program information in ASISTS for the fiscal year
- Attend regularly schedule PIT meetings
- Oversee data entry of information for students and classes by ABE and ESL personnel
- Generate ASISTS Reports to evaluate program performance
- Identify shortfalls and share it with those involved to have corrective actions
- Work with Employment Survey for student who exited program
- Evaluate GED.com program performance
- Assist as case manager to students based on needs
- After completing backup, use data to create the testing report for ESL Best Plus Testings sessions
- Create technology orders assessment and quotes
- Prepare and attend ASISTS weekly meeting with regional data manager (Arnitta McKinley)
- Inform staff about policy changes and new state and federal requirements Enter PCA Certificates information in ASISTS
- Complete regular back up for ESL testing computers and purchase testing administration
- Assists with other duties as assigned by the Director

## Other Duties

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## Qualifications

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- Bachelor's Degree or some college credit.
- Minimum 2 years of experience working with ASISTS.
- Knowledge of the GED and Best Plus exam and requirements.
- Excellent organizational and communication skills.

- An equivalent combination of education and experience will be considered.
- Knowledge of Microsoft Application Suite specifically Excel and Access.