

Job Title	Data Coordinator
PVN ID	BX-2010-003748
Category	Administrative Services
Location	BRONX C. C.
Department	Office of Academic Affairs
Status	Full Time
Annual Salary	\$51,000.00 - \$56,000.00
Hour(s) a Week	35
Closing Date	Mar 29, 2021 (Or Until Filled)

General Description

Located in the South Bronx, Bronx Community College (BCC) is a designated Hispanic Serving Institution and was recently awarded a Title V Developing Hispanic Serving Institutions Grant from the US Department of Education entitled *¡Avanzando! First-Year Success*.

¡Avanzando! seeks to increase retention, graduation, and transfer rates for first-time full-time students by improving their pass rates in gateway math classes, extending evidence-based advisement practices and support, increasing the number of students receiving, retaining, and responsibly using financial aid, and creating high-impact work-based learning experiences for BCC students in in-demand fields.

Reporting to the Title V Project Manager the Data Coordinator will provide training, technical support, and reporting to facilitate the use of retention management tools and data in academic advisement to improve student academic momentum.

Other Duties

- Serve as the campus Signal Vine expert
- Liaise with Signal Vine to implement BCC's texting communication plan
- Provide training to advisors, faculty, students, advisors and other support services areas on campus
- Responsible for troubleshooting and reporting technical issues regarding Starfish and Signal Vine
- Track and facilitate the broad use of Starfish and Signal Vine
- Provide periodic data reports
- Work collaboratively with BCC's current Starfish Coordinator and BCC IT departments
- Liaise between academic advisement and BCC's IT departments
- Additional administrative duties to support the project's success

Qualifications

- A bachelor's degree.
- Demonstrated ability to work independently and as part of a team, within the department and with faculty and other administrators.
- Strong computer skills and knowledge of Microsoft Office (Word, Excel, Access).
- Knowledge of SQL.
- Demonstrated familiarity with early-alert or CRM systems such as Starfish.
- Training experience.
- Experience in implementing multi-user systems. (Preferred)