
Job Title	Data Coordinator
PVN ID	LA-2411-006547
Category	Administrative Services
Location	LAGUARDIA C. C.
Department	Division of Student Affairs
Status	Full Time
Annual Salary	\$56,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Dec 02, 2024 (Or Until Filled)

General Description

The LaGuardia Community College (LaGCC) ACCES Pre-Employment Transition Services Program (Pre-ETS) assists students with disabilities in successfully transitioning from postsecondary education to meaningful employment opportunities. Under the direct supervision of the Project Investigator and Program Manager, the ACCES Data Coordinator is responsible for the collection, analysis, and reporting of student and program data and outcomes, including demographics, enrollment, completion, credential attainment, employment, and more. This role primarily focuses on coordinating with both Career and Academic Advisors on students' participation, monitoring program activities, and reporting to ACCES Program Managers.

This is a grant-funded, hybrid position through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

About LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers more than sixty associate degree and certificate programs, as well as dozens of workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half are first-generation college students. Sixty-nine percent live in Queens; the rest live in Brooklyn and beyond. Approximately two-thirds of our degree students receive financial aid. Since forty-five percent of them identify as Hispanic, the US Department of Education has designated LaGuardia a Hispanic-Serving Institution. Please visit www.laguardia.edu to learn more.

Other Duties

- Manage ACCES Pre-ETS's system and processes for collecting, analyzing, and reporting student data

and program outcomes. Identify gaps and come up with strategies to improve data collection.

- Manage ACCES Pre-ETS's employment data by collecting, analyzing, and reporting career readiness programming, referrals, and employment outcomes. Identify program and employment gaps.
- Monitor attendance in program activities and create periodic reports on student and program performance for program managers.
- Manage the transition to new program software as needed. Work with program managers and ACCES-VR to ensure that key performance indicators for the program are able to be properly captured in the software system and that the needed reports are built into the reporting section of the system.
- Work with both teams to ensure that they are able to enter the needed information as well as pull the reports that they need for program operations and improvement.
- Become familiar with reporting requirements and systems of grant funder and submit reports on student and program performance ahead of deadlines.
- Respond to inquiries from leadership and employer partners for program and department outcome data.
- Continuously strive to improve the quality and accuracy of student and program performance data.
- Work with IT and the team to ensure that student privacy is protected, and that the department's data collection, storage, and reporting processes align with college policies around the protection of student data and FERPA regulations.

Qualifications

- Bachelor's degree preferred.
- Demonstrated experience managing data, data sets, databases, etc. required.
- Advanced Excel and Google sheets skills required.
- Experience creating data visualizations and reports required.
- Experience in a higher education setting preferred.
- Demonstrated ability to analyze data and present conclusions clearly.
- Excellent attention to detail and problem-solving skills.
- Ability to maintain confidentiality of sensitive data.
- Ability to organize, prioritize, and coordinate day-to-day projects and assignments with exceptional attention to detail.
- Ability to handle multiple tasks that are time sensitive and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments.
- Ability to work independently and as part of a team.