
Job Title	Program Data Specialist - Academic & Career Integration
PVN ID	VA-2507-006921
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Careers & Industry Partnership
Status	Full Time
Annual Salary	\$95,000.00 - \$95,000.00
Hour(s) a Week	35
Closing Date	Sep 15, 2025 (Or Until Filled)

General Description

Guided by CUNY's seven-year strategic plan, CUNY Lifting NY, the CUNY Office of Careers & Industry Partnerships (OCIP) develops and implements partnerships, investments, strategies, and policies that are designed to increase the career success of degree and nondegree students alike.

OCIP is working with all undergraduate college to launch CUNY Beyond, a new transformational approach to integrating career connections into every aspect of an undergrad's journey. CUNY is committed to ensuring that more students graduating with their degrees can quickly launch careers of their choosing with competitive salaries.

With career information, resources, and exposure throughout their college experience, students will be able to:

- Identify and explore careers aligned with interests early in their educational pathway
- Understand what it takes to successfully attain those careers
- Acquire required skills both critical and professional
- Demonstrate proficiency through applied experience
- Connect to first role/promotion through proactive employer engagement

CUNY is seeking a data specialist to design, develop, and implement program management data solutions to support CUNY's work related to career exploration, integrated career/academic advisement, and career-connected learning.

This position will report to the Senior Advisor for Academic and Career Integration.

This a grant-funded position until December 31, 2026 with the possibility of extension.

Other Duties

This is a newly created role. The Data Specialist will:

Data Strategy

- Think creatively to suggest a data collection, housing, and analysis plan
- Create solutions for a group of program staff
- Define and evolve the organization's data strategy aligned with specific goals of the career/academic integration portfolio and more general CUNY objectives
- Identify data assets, gaps, and opportunities
- Develop processes to measure effectiveness and to signal program weaknesses
- Act as a subject matter expert on data operations and best practices

Data Architecture

- Design scalable, efficient, and secure data architecture across platforms
- Implement models for data warehousing, pipelines, APIs, and integrations
- Effectively identify resources needed to meet project and departmental demands
- Evaluate and recommend tools, frameworks, and technologies
- Ensure compliance with data governance and security rules

Data Infrastructure and Orchestration for Program Management and Improvement Purposes

- Build databases to store aggregate and non-identifiable data that will be used for program management purposes
- Design, develop, and maintain data pipelines; identify industry-standard data integration tools for these purposes
- Integrate data from various sources
- Think creatively to build for non-experts and beginning level users
- Automate workflows and processes using industry-standard tools
- Implement data quality checks and monitoring processes to ensure data accuracy and consistency
- Effectively identify resources needed to meet project and departmental demands and advocate for these resources
- Develop clear, concise, and visually appealing dashboards and visualizations from scratch
- Understand program team needs and translate those needs into at-a-glance snapshots
- Generate reports
- Build queries that will allow programmatic users to get answers from the data
- Document processes

Cross-Functional Collaboration and Relationship Development

- Work with stakeholders throughout CUNY to understand their data needs
- Solicit feedback and use that information to modify data projects
- Communicate with different types of partners with deep attention to the audience
- Develop guidance for different types of users
- Monitor performance metrics and provide actionable insights for continuous improvement

Other

- Perform special projects and other duties as assigned

Qualifications

Minimum Qualifications:

- Four + years of proven experience in designing, developing, and maintaining dashboards and visualizations
- Ability to completely own data management and analysis projects from start to finish; excellent at prioritizing requests and meeting deadlines
- Strong proficiency in Power BI, Power Apps, Power Automate, Microsoft Office, Airtable, and data display tools
- Two + years of experience with data management and reporting
- Two + years of experience analyzing data and using it for decision making
- Creative, entrepreneurial, and resourceful
- Excellent communication skills shown through clear, structured and concise written and verbal presentation
- Commitment to continuous improvement
- Ability to translate technical concepts into functional requirements
- Excellent collaboration skills and ability to work with a team of programmatic staff

Preferred Qualifications:

- Experience in post-secondary education and/or social services is preferred but not a requirement

Work Environment and Physical Requirements:

- This position is based in a professional office environment and follows a hybrid work schedule: 70% in-person (7 days) and 30% remote (3 days) during each two-week payroll cycle
- A laptop and other necessary equipment may be provided to support remote work
- While performing these duties, the employee may be required to:
 - Sit for extended periods
 - Use a computer and other office equipment
 - Occasionally lift or move items up to 20 pounds

Reasonable accommodations will be provided to individuals with disabilities or other needs in accordance with RFCUNY policies and applicable laws.

Ability to travel to other CUNY sites as needed.