



Data Coordinator Job Description

College Success Arizona (CSA) is seeking a Data Coordinator who will have the primary responsibility for the coordination, implementation and presentation of data for the “Project Benjamin” grant and project. The Coordinator will also provide incremental support for the College Knowing and Going (CKG) activities at selected high school districts located throughout the Central Region that might overlap with Project Benjamin activities. The position will also support occasional data compilation or analytics requests for select access and success initiatives that advance the mission of the organization in the community.

This position will collect and coordinate information from various organizations and entities that house data on postsecondary education indicators including student-level data, district-level data, state-level data, and federal or national data. A successful candidate will have excellent data analytic skills to parse out individual data components or take a more macro look at interacting data sets and provide context to the team. This position will build and maintain a significant database in Salesforce and export data weekly or bi-weekly to inform activities for the Project Benjamin team. This position must be able to quickly and accurately merge datasets together, analyze that data, and export lists or reports that are easily understood by team members. This position may be required to provide some training to small groups of counselors or school/district staff on data usage as it relates to Project Benjamin. This person must always comply with FERPA regulations and handle potentially sensitive data with the upmost security.

The Data Coordinator will report to the Program Manager, Community Initiatives for all day to day management.

Responsibilities:

- Create and manage appropriate databases or processes for data associated with Project Benjamin activities, including but not limited to school or population demographic information, postsecondary data, FASFA completion status, ISIR data, chatbot usage data, and media or engagement data.
- Analyze data and create documents, reports, talking points, and/or presentations to assist Project Benjamin and College Knowing & Going teams in strategic decision making based on that data.
- Provide technical support for Salesforce CRM including access, troubleshooting, error resolution, data imports, data integrity, and processes to keep data in sync with a variety of inter-related systems.
- Develop, analyze and audit queries, reports and dashboards utilizing Salesforce, the Enterprise data warehouse and other systems.

Qualifications:

- An earned Associate of Science or bachelor’s degree with emphasis on data, statistics, or related field
- 2-3 years proven experience in data analytics, visualization, or relevant experience
- Knowledge of database practices, principles, and policies regarding institutional data.
- Knowledge of principles, practices, and methods and techniques associated with administration of security permissions and access within an enterprise relational database environment.
- Knowledge of the principles, methods and techniques of developing queries for reporting and analysis.

- Skill in facilitating meetings and consensus building.
- Skill in effective communication, both verbal and written.
- Ability to work cooperatively and effectively with a variety of individuals.
- Ability to demonstrate strong problem resolution skills.
- Ability to develop and execute queries within a relational database.
- Ability to apply good attention to detail while maintaining institutional perspective.

Desired Qualifications:

- Demonstrated knowledge in requirements elicitation and business specification documentation.
- Experience in systems analysis, business process modeling and facilitating design sessions
- Experience preparing, coordinating, and executing test plans.
- Experience providing technical support and troubleshooting issues in an enterprise system.
- Experience in developing queries for reporting and analysis.
- Experience writing SQL statements.
- Experience with Salesforce CRM.

Personal Characteristics Desired:

- Must be an experienced professional who is highly regarded and respected for consistently making a difference in their organization
- Shows a steadfast commitment to participating as a member of a fully integrated team
- Maintain a positive outlook and willingness to accept challenges and changes
- Ability to work independently, as well as collaboratively, within a team, build effective relationships, and manage multiple projects simultaneously
- Trustworthy, responsible, and ethical

Salary: Commensurate with experience.

Job Status: Full-time, exempt, salaried position. This position is currently grant funded from September 1, 2019 through December 31, 2020.

To Apply:

This position is open immediately. The position is open until filled.

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Please combine the following documents in an email to jobs@collegesuccessarizona.org:

- Current resume or CV
- Statement of interest and qualifications, based on this description
- Link to relevant portfolio of related experiences and efforts

No phone calls, please.

The statements in this description represent typical elements, criteria and general work performed. This is not an exhaustive list of all responsibilities, duties and skills for this job.

College Success Arizona is an equal opportunity, affirmative action employer. It is a strongly held value of the organization that opportunity is not limited by gender, race, class, sexual orientation, disability or age. All candidates will be evaluated on a merit basis.