

Data Coordinator

College Success Arizona (CSA) is seeking a Data Coordinator who will play a critical role in supporting CSA's research and evaluation efforts for two statewide initiatives: Project Benjamin and the College Knowing & Going Initiative. The Data Coordinator Will ensure that Project Benjamin and College Knowing & Going are able to effectively evaluate their work and use findings to drive improvement and increase impact by collecting, managing, and sharing data with both internal and, when required, external audiences. The position will also support occasional data compilation or analytics requests for additional access and success initiatives that advance the mission of the organization in the community.

This position will collect, process and coordinate quantitative and qualitative data 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 reports and dashboards 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 person must comply at all times with FERPA regulations and handle potentially sensitive data with the upmost security.

The Data Coordinator will report to the Data and Report Manager for all day to day management.

Responsibilities

- Create and manage appropriate databases or processes for data associated with Project Benjamin and CKG 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.
- Sort, update, and merge data files from a variety of sources
- Evaluate data quality and perform data-cleaning operations
- Ability to work with various teams to analyze data and create documents, reports, talking points, and/or presentations to assist Project Benjamin and College Knowing & Going teams and other CSA projects in strategic decision making based on that data.
- Assist in the development, administration, and collection of surveys, forms, and questionnaires
- 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.
- Support the collection and aggregation of school rosters for Project Benjamin annually
- Work closely with the Data and Report Manager to oversee all data entry tasks associated with the College Knowing & Going Initiative
- Run regular data reports to share internally with Project Benji and College Knowing & Going team
- Support Data and Report Manager with creating program- and school-specific reports to share externally with College Success Arizona partners
- Address data requests from CSA program, the Data and Report Manager, and senior leadership

Qualifications:

- An earned Associate of Science or bachelor's degree with emphasis on data, statistics, or related field

- 1-2 years proven experience in data analytics, visualization, or relevant experience
- Excellent communication skills, oral and written
- 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 effective communication, both verbal and written.
- Ability to work cooperatively and effectively with a variety of individuals.
- Ability to demonstrate strong problem resolution skills.
- (Repeat)
- Ability to apply good attention to detail while maintaining institutional perspective.

Desired Qualifications:

- Familiarity with the challenges faced by underrepresented students in the education system, especially as it pertains to college access.
- 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 and texting platforms.

Personal Characteristics Desired:

- 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, 2020 through December 31, 2021.

To Apply:

Visit <https://collegesuccessarizona.org/> to learn more about our mission, values, services and team.

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

No phone calls. This position is open until filled.

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.