

## COLLEGE NOW GREATER CLEVELAND

### POSITION DESCRIPTION

**POSITION TITLE: Data and Reporting Specialist**

**STATUS:Non- Exempt**

**STANDARD HOURS: 8:00 A.M. to 5:00 P.M., some after-hours work may be required**

**REPORTS TO: Director of IT and Data Services**

**ASSIGNED TO: IT and Data Services**

#### Position Summary:

The **Data and Reporting Specialist** provides critical support extracting, cleaning and normalizing data from various sources to help College Now create reports to measure program success. The **Data and Reporting Specialist** will provide organizational support and assist in the development and maintenance of databases, spreadsheets and tools used for data analysis. This position will be critical to helping program staff ensure the accuracy of data tracking as well as improve efficiency, inform decisions, and ensure outcomes are successfully measured and reported.

#### Essential Functions:

1. Provides critical data-administration support to staff by ensuring the quality of data through auditing, cleaning, and normalizing data in the preparation of reports.
2. Extracts, transforms and loads data from a variety of internal and external sources (using Microsoft Excel).
3. Provides end-user support on College Now's student data systems, as well as partner-district student information systems. Manages and troubleshoots user accounts and login issues.
4. Assists in creating and updating training materials; provide administrative support for user trainings on data systems.
5. Maintains and manage the backlog of data improvement opportunities needed to advance programs and offerings.
6. Assists with building, testing and maintaining various monitoring dashboards.

#### Additional Responsibilities:

Perform other similar or related duties as assigned or requested.

#### Qualifications:

The **Data and Reporting Specialist** must have an associate's degree in Information Systems, similar discipline or an equivalent combination of relevant coursework and work experience. Must have the ability to work well in a fast-paced environment where attention to detail and responsiveness are valued. Must have ability to prioritize multiple tasks, solve complex problems, and drive resolution of problems to meet

deadlines. Must have demonstrated ability to follow technical standards. Superior organizational skills and possess a willingness to learn, develop and share knowledge are required. Must be proficient in Microsoft Suite with a particularly strong working knowledge of Microsoft Excel (pivot tables and charts, vlookup etc.). Experience navigating Student Information Systems, Office 365, Power BI (or similar tool) a plus, but not required. Must possess strong written and oral communication skills.

If you are interested in applying for this position, please click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=10195&clientkey=8BD2A9F20EC13EEBB1B75F7FB00ECF6D>