

# NORTHLAND PIONEER COLLEGE

## Position Description

<b>JOB TITLE:</b> Data & Compliance Coordinator	<b>Classification:</b> Exempt (grant funded)	<b>LOCATION:</b> PDC <b>Work Designation:</b> OS
<b>MANAGER/REPORTS TO:</b> Associate Dean of College and Career Preparation	<b>OVERTIME ELIGIBLE:</b> YES <input checked="" type="checkbox"/> NO	<b># OF DIRECT REPORTS:</b> 0

### GENERAL STATEMENT OF RESPONSIBILITIES:

Under the general direction of the Associate Dean of College and Career Preparation (CCP), the Data & Compliance Coordinator oversees data collection, record-keeping and entry in compliance with Adult Education grant requirements; compiles and analyzes program data for efficacy, efficiency, and meeting of state targets; provides support to program personnel regarding data collection, data management systems, state protocols, and internal processes; creates specialized data reports and tracking systems as needed for program management and planning.

### ESSENTIAL FUNCTIONS:

#### Standard Expectations:

1. Provides oversight of data collection and entry processes, and approves data input, per Arizona Department of Education requirements.
2. Audits program records, data processes, and data systems to ensure compliance with grant requirements and efficient utilization of resources.
3. Provides training and support for utilizing data management and storage systems, including Arizona Adult Education's data platform, SharePoint, and Google Drive.
4. Monitors data reporting requirements and updates from the state and communicates them effectively and in a timely manner to key personnel in the program.
5. Compiles relevant data and creates reports as needed for program compliance, management, and planning.
6. Develops, conducts, and/or assists with research projects for the program.
7. Provides research support for College and Career Preparation Department by designing appropriate surveys and other data collection instruments.
8. Provides research support for state and federally mandated Adult Education projects and activities.
9. Queries and manipulates databases to pull relevant reports.
10. Travels several times per year to class locations for training and coordination of Learning Assistants.
11. Participates in required Arizona Department of Education trainings and conferences.
12. Participates in program professional development and departmental and college committees.
13. Contributes to the overall mission of the CCP program and Northland Pioneer College.
14. Performs other duties as assigned.

***The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary***

**Standard Competencies:**

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint) Adobe Products (Docu-Sign/E-Sign), Google Applications (Drive), Slack, Zoom, and various other Microsoft 365 programs. Use technology to conduct research, analyze data and maintain records.	Advanced
Communication	Ability to communicate effectively with faculty, staff, and the general public. Excellent intrapersonal skills.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Intermediate
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Basic
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
Action Oriented	Ability to make decisions and take action.	Intermediate
Confidentiality	Ability to maintain confidentiality.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hearing or listening in the normal range (corrected), and speaking and giving directions.	Basic
Organization	Ability to organize and interpret complex research activities. Track a voluminous amount of information and paperwork	Advanced
Analytics/Statistics	Ability to gather, analyze and interpret data based on statistical knowledge. Utilize accurate statistical and sampling procedures.	Advanced

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in relevant field
- Minimum of two years of experience with educational/social science research and/or statistical analysis
- Experience with educational programming
- Arizona Adult Basic Education Teaching Certificate, or ability to obtain within 60 days of hire.
- Valid driver's license.

**PREFERRED QUALIFICATIONS:**

- Master's Degree or graduate coursework in statistics, education, or related field
- Experience in adult education
- Experience tracking grant-related data
- Familiarity with National Reporting System (NRS) data

**BENEFITS:**

**Based on College Procedure employees may be eligible for up to:**

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days
- 12 Holiday Days
- 5 Days of Spring Break Leave
- 15-20 Days of Annual Leave (Depending on Service Length)
- 18 Sick Days that can accrue up to 130 Days
- Professional Development Opportunities
- Arizona State Retirement System membership
- Life Insurance
- Long-Term Disability Insurance