

## Specialist, Student Progress - DOL Grant

**FLSA Status:** Non-Exempt

**Pay Grade:** 12

**Job Title ID:** 230508

**Job Series/Job Family:** Academic Program Support Series / Academic Program Support Family

### Reports To

Grant Director

### Job Purpose

To support the evaluation and analysis efforts by conducting data collection and analysis to provide information on the Health Professions Academy for the NOVA Credentials-to-Careers grant, funded through August 2015.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Coordinates, researches, compiles data, and reports on student progress in the Health Professions Academy, in the Health Sciences program.
2. Tracks student academic success, and upon completion, their employment in health sciences.
3. Serves as liaison with grant partners, ACC departments, industry partners, and Texas institutions, such as Texas Workforce Commission.
4. Maintains records and documentation for reporting to the Department of Labor and to the Consortium.
5. Assists with annual and quarterly report writing.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Health Science business practices, and related potential employment opportunities
- Data tracking, organizing, and reporting
- Health Science terminology
- Office management processes and practices
- Correct English usage, grammar, punctuation, and vocabulary
- Systems and processes used in higher education institutions

#### **Preferred**

- Knowledge of Health Science programs in educational institutions and/or data warehousing and data mining.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule, including occasional evenings and/or weekends
- Effective interpersonal and communication skills, including use of tact, diplomacy, and confidentiality
- Effective organizational and planning skills, including exacting attention to detail, follow-through, and accuracy
- Querying and extracting data from large databases
- Conducting statistical analysis

- Creating data reports
- Developing surveys and analyzing survey data
- Working with others in a collaborative manner
- Maintaining confidentiality of work related information and materials

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency at an intermediate level using standard office software applications, including word processing, spreadsheet, and or database programs.

### **Physical Requirements**

#### ***Required***

- Occasional to routine lifting of objects up to 20 pounds.
- Work is routinely performed in an indoor office setting.
- May be subject to standing, walking, sitting, bending, reaching, kneeling, climbing, pushing, pulling, and manual dexterity.

### **Work Experience**

#### ***Required***

- Two years related work experience

### **Education**

#### ***Required***

- Bachelor's degree

### **Licenses/Certifications**

#### ***Required***

- Depending on area of assignment, certifications may be required.

### **Other**

#### ***Required***

- Reliable transportation for local area travel.

### **Safety**

#### ***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.