



Position available:	Data Support Specialist
Department:	Medical Careers Pathway & Hospitality Careers Pathway
Supervised by:	Director of Medical Careers Pathway & Hospitality Careers Pathway
Salaried employee position:	1.0 FTE
Compensation:	\$40,000 - \$42,000 depending on experience
Anticipated Start Date:	October 1, 2021

Description

The Data Support Specialist will assist with the data needs of the Careers Pathways, which include Nursing Assistant Training, Medical Career Advancement, Hospitality Careers, SNAP E & T and Financial Coaching. The Data Support Specialist will become knowledgeable about the data systems that these programs utilize, including Workforce One (WF1), Microsoft Dynamics 365 (CRM), and MAXIS. The Data Support Specialist will also become knowledgeable about the data reports that are required for the various grants and reports for each of these programs. Familiarity with these programs and data needs will ensure that information is kept up to date, synthesized across programs and available when reporting needs arise.

Job Qualifications

- Bachelor's degree in information management, data analytics, computer science or a similar field, or work experience with the above-named data systems
- 1-2 years of experience as a data specialist preferred
- Ability to read, interpret and verify data from multiple formats
- In-depth knowledge of data retrieval and storage systems
- Ability to work independently on projects
- Excellent communication and report-writing skills
- Strong analytic and problem-solving skills
- Experience with end-user training and support
- Must be vaccinated against COVID-19

Position Duties

- Entering and managing student data into multiple platforms: 25% CRM data entry, 25% WF1 data entry, 25% SNAP E&T screening and enrollment, 25% data clean-up and creating reports
- Performing regular data integrity and quality audits and communicating to staff and programs about gaps in data
- Creating and submitting data collection reports for grant reporting purposes
- Troubleshooting information entry and retrieval issues
- Training staff on data entry and retrieval processes, especially with Microsoft Dynamics 365
- Identifying data trends and making data-based recommendations to program managers
- Attending required staff & team meetings
- Completing professional development and other duties as assigned

To apply: Send résumé and cover letter to Julie Garner-Pringle jgarner-pringle@iimn.org. Position open until filled and contingent on background and reference checks.