ADULT ED DATA MANAGER

GENERAL STATEMENT OF DUTIES:
Responsible for recruitment, enrollment, and data management aspects of the Adult Education Program that is supported with the Workforce Innovation and Opportunities Act (WIOA) funds. The primary focus of this position is to manage and monitor the intake and casework data of the WIOA program that provides services to persons (aged 16 and above) who have not yet received a high school diploma or its equivalent. In addition, the Data Manager will be required to initiate and sustain outreach efforts.

EXAMPLES OF WORK: (Illustrative Only)
The Data Manager will design, implement and manage a marketing strategy aimed to recruit and enroll adult learners for a WIOA-funded education program. Fulfill all accountability reporting requirements in order for the district to evaluate the effectiveness of WIOA-funded program. Establish program priorities and deadlines for data entry. Direct daily operations of data processing. Formalize and maintain an internal record system for all participants enrolled in the program. Attend all required professional development and technical assistance support offered by NYSED and by the Hudson Valley Regional Adult Education Network (HV-RAEN).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Demonstrated knowledge of the Workforce Innovation and Opportunities Act (WIOA) funds and the Adult Information System and Technical Support (ASISTS) data reporting system. Ability to organize data and generate reports that include executive summaries which depict the positive impact and deltas of the program. Strong communication skills, both orally and in writing, in small and large forums. Responsiveness to change in participants’ needs. Timeliness in meeting deadlines for District and State projects and reports.

MINIMUM REQUIREMENTS:
A. Bachelor’s Degree, with a minimum of 1 year experience working with adult education or social service programs, and relevant data management.

OR
B. Associates Degree with at least 3 years’ experience working with adult education or social service programs, and relevant data management.