



Job Title: Technology and Data Coordinator
Reports To: Director of Technology and Data Management
Location: Central Office – Lewisville, TX
Duty Days: 240
Type: Full-Time
Overtime Status: Exempt
Starting Salary: \$47,000

Primary Purpose:

The Technology and Data Coordinator will provide quality assurance support and reporting under the direction of the Director of Technology and Data Management. The individual will assist with tracking, monitoring, auditing, and reporting for Communities In Schools of North Texas (CISNT) student data.

Qualifications:

Minimum Education/Certification:

- Bachelor's Degree required.
- 2 years of experience working with data collection.
- Analytical skills necessary to explore and learn new technologies required to support all CISNT.

Special Knowledge/Skills:

- Advanced knowledge to analyze, interpret or make deductions from varying facts or circumstances related to case management data and technology systems.
- Strong administrative skills to offer support to a group of professionals with varying personalities and numerous job responsibilities.
- Ability to identify quality anomalies, determine corrective actions and inform appropriate CISNT management of detected risk exposure(s)
- Demonstrates commitment to the values of diversity, equity, inclusiveness, and empowerment.
- Excellent written and oral communication skills, strong interpersonal skills, detailed oriented and well organized.
- Exhibit strong time management skills to ensure timely completion of activities.
- Exhibit a commitment towards the CISNT mission.

Major Responsibilities and Duties:

Program Service Delivery Reporting Quality Assurance

Assists with data entry of services, monitoring the timeliness and accuracy of service data entry and, reviews case management data to ensure accuracy and completion. Provides updates and error reports to the Director of Data Management.

Technology

Assists in new hire onboarding and managing key cloud-based systems for file and data storage.

Training

Assist with training and support to all campus staff on the utilization of various databases including consistent and quality data entry in a timely manner.

Professional Growth

- Assume responsibility for personal growth to improve job performance.

Additional Duties

- Performs other duties as assigned by the Director of Data Management.

Supervisory Duties:

- N/A

Equipment Used:

Computer, laptop, fax, copier, digital projector, digital camera, and other specialized equipment that is particularly unique to the position.

Working Conditions:

- Frequent travel within Dallas/Ft Worth Metroplex and occasional statewide and national travel
- Consistent daily attendance
- Mental demands: Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress.
- Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions. Occasional prolonged and irregular hours.
- Ability to meet deadlines.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Continuation of position is contingent upon funding.