

Northern Essex Community College

Full-Time Data, Research, and Evaluation Specialist

Job Description:

POSITION: Full-Time Data, Research, and Evaluation Specialist: Special Programs Coordinator; Essex County Sheriff's Department; Women in Transition, Essex County Pre-Release Program - Lawrence, Supporting Transition and Reentry (STAR) Lynn, STAR Lawrence; 37.5 hours/week, Schedule Monday - Friday 8am - 4pm; MCCC/MTA Unit Professional Position; Pay Grade 4

SUMMARY: The Data, Research, and Evaluation Specialist reports to the Education Director. The specialist will track assessment data, course enrollment and completions, measurable skills gains made by students, college/certificate course enrollment, demographics of students enrolled. This specialist will be the LACES Administrator and provide data and reports to colleagues and evaluation team members. The specialist will track, aggregate and report on all data for NECC/ECSD students.

RESPONSIBILITIES: Specific duties for this position include:

- LACES Administrator (student data system): Collect, track, and report student enrollment, testing and attendance data
- Collect, track and report on data maintained in ECSD data management system and data maintained in spreadsheets to include, but not limited to Title 1, SEIS, ESOL, College courses and student progress and outcomes
- Track, aggregate and report on all data for NECC/ECSD students, staff and programming
- Identify platforms and strategies for tracking and reporting on education and program information
- Collaborate with Assistant Education Director, Education Director, Curriculum and Assessment Coordinator, Advisors, Learning Specialists and ECSD Program Leadership to identify data to collect, platforms for collecting, what will be reported and for what purposes, how to aggregate the data
- Identify, research, develop, analyze and report on student and staff surveys to inform best practices, course offerings and cultural responsiveness
- Prepare and oversee preparation of monthly reports requested by ECSD, e.g. Program Monthly Reports, Monthly Outcomes Reports; submit reports to Education Director and Assistant Education Director timely
- Analyze data and collaborate with NECC and ECSD Education leadership to make data informed decisions regarding programming and practices
- Create and maintain a shared digital platform intended to be a repository for all NECC guidance documents, curriculum, templates, data, schedules, class plans
- Travel to all ECSD facilities and NECC campuses will be required
- The Classification Specification is available at: https://www.mass.edu/shared/classificationspecs/specsmccc/Special_Programs_Coordinator_-_HB_1112.doc

*This position is considered an essential position by the Commonwealth of Massachusetts in the event of the Governor's decree of a state of emergency.

Requirements:

MINIMUM QUALIFICATIONS:

- Bachelor's degree in required discipline, or closely related field; with one (1) year experience and/or training related to data, research and evaluation.
- Knowledge of principles, methods, and practices in adult education
- Ability to work with inmates, teaching staff and administration in a correctional setting
- Evidence of strong writing skills
- Strong computer, organizational, and communication (written and verbal) skills
- Strong teamwork abilities and demonstrated capacity to work across departments and/or disciplines
- Experience working with multicultural populations
- Ability to work independently and as part of a dynamic team
- Able to occasionally work varying hours and shifts as directed
- Will be required to attend a 40- hour paid security training prior to the onset of duties

PREFERRED QUALIFICATIONS:

- Master's degree in related field
- Experience in Adult Education

Category: Corrections (Essex County)

Subscribe:  

Department: Essex County Sheriff's Dept (Middleton) - 9235

Locations: Lawrence, MA

Posted: Jul 31, 2023

Closes: Open Until Filled

Type: Full-time

Ref. No.: 284524

Position ID: 165430

   

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- Experience working in a correctional facility or justice involved individuals
- Bilingual (Spanish/English)
- Experience working with and supporting a culturally diverse population

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

GRADE AND SALARY: Anticipated salary range is \$52,754 to \$57,546 annually with complete fringe benefit package. Complete fringe benefit package including competitive health insurance, free dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits. Actual salary calculated in compliance with MCCC/MTA classification system. Official transcripts will be required at the time of hire.

ANTICIPATED START DATE: ASAP

Application Instructions:

TO APPLY: To be considered for this position click on the "Apply Now" button, you will be prompted to setup a new account or login to an existing account. You will be able to upload the following required documents for consideration:

- Cover Letter, describing your qualifications and experience
- Resume/CV

Review of applications will begin 5 business days from the posting date and will continue until the position is filled.

****Please note that finalist candidates will be asked to provide contact information for three (3) professional references.**

Northern Essex Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran or military status, genetic information, gender identity, or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action Officer/Title IX Coordinator, Elizabeth Trelegan (Assistant Director of Human Resources, B-219, 978-556-3928/ etrelegan@necc.mass.edu), the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights. Northern Essex Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Prospective employees are encouraged to review the College's Annual Security Report (ASR), in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which can be found on the disclosure page of the College's website at: <http://www.necc.mass.edu/clery>