

NEW JERSEY
OFFICE OF THE SECRETARY OF HIGHER EDUCATION
NOTICE OF VACANCY

() Department Posting

(X) State Posting

Posting Date: January 3, 2012

Division: Division of Academic &
Student Programs

No. Vacancies 1 (one)

Salary: \$45,000 - \$51,000

Title: Data Assistant
Unclassified

Posting # CHA-2012-001

Definition: NJ has been recently awarded a six-year grant from the US Department of Education to administer the NJ GEAR UP program. New Jersey Higher Education seeks a Data Assistant with the primary responsibility to the NJ GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) State and NJ College Bound Projects. This is a federally funded position. NJ GEAR UP is a federal grant program aimed at helping selected low-income students in Atlantic City, Bridgeton, Camden, Jersey City, Newark, Paterson, Pleasantville, and Trenton prepare for college and is administered by the NJ Higher Education in Trenton, New Jersey. The Data Assistant will work closely with agency staff to assist in the implementation of the NJ GEAR UP and College Bound programs as well as other data production activities of the agency.

The Data Assistant will provide support in the area of data collection, manipulation and analysis to meet project goals. Specific responsibilities include:

- o Work with NJ Department of Education and school district personnel to collect and report student data;
- o Develop qualitative and quantitative survey instruments using Survey Monkey and Remark;
- o Process and analyze of survey information;
- o Analyze and interpret Access database information, including aggregating multiple database submissions and creating reports of program indicators used to measure program success;
- o Communicate and train sub-grantees about databases and required reports;
- o Develop, manage and update reports using data from funded programs;
- o Create cohorts from various data sets to create longitudinal measures of success;
- o Integrate information from various data sets, including student financial aid, program data and grant data systems to produce reports;
- o Participate and evaluate system enhancements to identify efficiencies; and
- o Manage the legacy GEAR UP scholarship component, including communication with students and institutions, data verification, and updates of college enrollment rates.

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree or higher.

EXPERIENCE: 2+ years of experience in data management/analysis and report generation.

- o Advanced proficiency in MS Access and Excel, as well as other MS software
- o Web page design and Internet are a plus
- o Experience with SAS programming
- o Commitment to protection of student information (FERPA)
- o Attention to detail and deadlines
- o Excellent critical thinking and problem solving skills
- o Exceptional communication skills, with both technical and non-technical staff and with students from diverse backgrounds
- o Familiarity with higher education research and pre-college programs preferred

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.

Residency: New Jersey Residency required. If you do not reside in New Jersey, you have one year after the date you begin employment to relocate your residence to New Jersey.

Interested applicants should send a letter and resume by, January 27, 2012.

nj_che@che.state.nj.us or
Office of the Secretary of Higher Education
20 West State Street PO Box 542
Trenton, NJ 08625
Attn: Marlene Lebak, Executive Assistant

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT: Appointments(s) resulting from this posting will be in accordance with Department of Personnel rules and regulations. Note: In accordance with NJAC 4A:4-1.5, any employee who is currently on an incomplete promotional list for this title in unit scope S500 may request a provisional appointment.

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