Comprehensive Adult Student Assessment Systems

Position Title: Program Data Technician
Date: October 27, 2023

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Program Data Technician
Job Description

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CASAS is a nonprofit organization whose employees make significant contributions in support of adult education, and workforce development programs around the world – from local programs to national-level initiatives. We celebrated our 40-year anniversary in 2020 and are continuing our focus on the development and support of competency and standards-based approaches to program design and delivery. Our aligned assessments and integrated data systems are designed to inform instruction and improve programs for all instructional levels, from beginning literacy through transition to postsecondary education and training.

CASAS is seeking a Program Data Technician for research and evaluation projects related to adult literacy, English as a Second Language (ESL), Adult Basic Education (ABE), and other related content areas. The position will support the Research, Evaluation, and Development team to analyze agency and trend data. The program data technician will assume responsibility for project data, including data collection, extraction, processing, analysis, storage, and security. In addition, the position will consist of managing, processing, and reporting of data collection requirements for state reporting purposes.

Responsibilities/Duties

- Assist in all aspects of data collection, extraction, cleaning, processing, analysis, and storage.

- Provide accurate and timely quarterly data submission updates for contracts.

- Provide technical support to clients regarding agency data collection and reporting. The individual will need to interact with clients who have widely varying levels of proficiency with technology.

- Use Microsoft Office Suite (Word, Excel, and PowerPoint) to analyze data, prepare data reports, and graphical and pictorial illustrations of data for reporting and presentations.

- Perform ad hoc data tabulation and analysis.

- Support and lead training workshops that focus on best practices for data collection and reporting and implementation and technical management of software applications. Workshops can be either face-to-face or webinar training sessions.

- Assist with the creation of state reporting and technical training materials.

- Some travel will be required.

Education and Experience
- Minimum four-year degree (some coursework in basic programming, information technology, education, etc.) or four years of experience working in adult education with experience related to this position.
- Proficiency and experience in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Possess strong problem-solving and analytical skills.
- Detail orientated with strong communication skills both oral and written.

- Ability to stay organized and demonstrate prioritization skills.
- Ability to work effectively and cohesively with other staff members and have good people skills.
- Ability to work independently as well as under supervision.
- Quality work standards, ethics, and professionalism.
- Adherence to the principles of confidentiality governing research work and compliance with all mandated training and ethical guidelines.

Full time position
Salary range from $58,000 - $63,0000.
Salary is commensurate with education and experience.
Telecommuting option available.
Flexible hours.
Excellent health benefits for benefits eligible staff.
Employer contribution to 403(b) retirement plan.
Generous vacation and sick leave benefits.
Submit resume to apply@casas.org

The above statements reflect the general duties/responsibilities necessary to identify the type and level of the position and are not intended to set forth all of the specific requirements of the position. CASAS is an at will employer and as such reserves the right to revise or change job duties and responsibilities as the need arises and the employee/employer relationship may be terminated by either party at any time with or without cause. This position summary does not constitute a written or implied contract of employment.

Position open until filled.

Posted on October 27, 2023.