



## **Student Data Coordinator**

### **Overview of Organization**

NJ LEEP is a college access and success program for low-income and first-generation students from the greater Newark area. NJ LEEP currently serves middle school students, high school students, college students, and family members. We help students perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for college success and community leadership, and offering exposure to colleges, careers, and role models who have achieved professional success. NJ LEEP's model is challenging and rigorous and prepares NJ LEEP program graduates for success in college. NJ LEEP strives to be a diverse, equitable, and inclusive organization. We are committed to anti-racist principles and are actively engaged in the work of those principles, including staff trainings and creating space for dialogue around race and identity for both staff and students. For more information about our work, please go to [www.njleep.org](http://www.njleep.org).

The salary range for this position starts at \$50,000, and NJ LEEP offers a competitive benefits package for full-time employees.

### **Title & Position Summary**

The Student Data Coordinator is responsible for the collection, maintenance, and analysis of student data across the organization, including demographic, attendance, and participation data. In this role, you will be the go-to person for any internal inquiries regarding student data or student form completion and will work closely with the program team to design and refine regular student data reporting structures.

As an NJ LEEP employee, you will model commitment to the values of diversity, equity, inclusion, and justice. You will also play an active role in NJ LEEP's anti-racism work to further the organization's mission. You will be expected to handle sensitive information with professionalism and diplomacy. As a team member, you must display a professional and positive attitude and contribute to a positive staff dynamic.

### **Responsibilities**

- Manage the collection and maintenance of annual student demographic data and ensure that all student data is current in our student data management system
- With program leads, design and implement systems to collect, analyze, and report on student attendance, performance, and participation data throughout the program year
- Lead the collection and tracking of all student forms and facilitate the collection of student information for various student aid programs
- Define and document data collection and maintenance processes
- Other duties as assigned

### **Minimum Experience and Qualifications**

- Bachelor's degree
- Strong computer skills, especially with Microsoft Excel
- Strong organizational and data management skills
- Excellent written, verbal, and interpersonal communication skills

**Preferred Experience and Qualifications**

- Experience or coursework in statistics or data analysis
- Experience using data management software for student/client data management

**Equipment:**

- Computer and other office equipment

**Work Environment:**

- Traditional Office Environment

**Physical Effort:**

- Sedentary

**Application Instructions**

Interested applicants should complete an employment application [online](#) and follow directions in the application for submitting a resume and cover letter. Applicants are strongly encouraged to apply as soon as possible.

Due to the volume of applications, only applicants selected for an interview will receive a response.

*NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply. NJ LEEP does not discriminate based on race, religion, creed, color, national origin, age, gender, sexual orientation, marital or family status, veteran status or disability.*