



VERMONT STUDENT ASSISTANCE CORPORATION  
HUMAN RESOURCES  
JOB DESCRIPTION

## Advance Vermont Data and Research Coordinator

**DEPARTMENT:** Advance Vermont

**SUPERVISOR:** Director, Advance Vermont

**STATUS:** Exempt - Level 7

**WORK SCHEDULE:** Generally, 37.5 hours per week with additional work hours as required to meet business needs.

**GRANT FUNDED:** This is a grant funded position. Funding for this position is contingent on continued grant funds.

**POSITION SUMMARY:** This position is responsible for data collection and management, database and data dashboard management, and the planning and execution of data and research focused projects and publications.

I acknowledge that I have fully read and understand this job description.

Employee Name (please print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| Job Functions<br>(in order of importance)  | % of total working time |
|--|-------------------------|
| <ul style="list-style-type: none"> <li>Responsible for all facets of the Vermont Credential Transparency Project. This includes: project strategy and general project management; establishment and maintenance of relationships with credential providers and project partners; coordination with education and training providers to source and update credential program data; publishing the data to Credential Engine and MyFutureVT's program database; and preparing the data in various forms for the benefit of the public, policymakers, employers, and credential providers.</li> </ul> | 50%                     |
| <ul style="list-style-type: none"> <li>Take lead on data driven reports and research projects. Manage vendors as required. Coordinate and respond to external requests relating to data and research.</li> </ul>   | 15%                     |
| <ul style="list-style-type: none"> <li>Oversee the ongoing curation and maintenance of Advance Vermont's data dashboard. Refresh data; consider removal or addition of data points; create copy and data visualizations; coordinate with data sources and partners.</li> </ul>   | 10%                     |
| <ul style="list-style-type: none"> <li>Track state and national data and policy trends related to post-high school education, educational attainment, and workforce development. Use findings to inform internal and external programing/initiatives, and to assist with legislative policy efforts.</li> </ul>  | 10%                     |
| <ul style="list-style-type: none"> <li>Support MyFutureVT's ongoing development and content creation, including database management. Coordinate with vendors as needed.</li> </ul>   | 10%                     |
| <ul style="list-style-type: none"> <li>Assist in the development of Advance Vermont organizational strategy, including its strategic plan, work plan, and annual report.</li> </ul>  | 3%                      |
| <ul style="list-style-type: none"> <li>Contribute to grant applications and management.</li> </ul>   | 2%                      |

- Perform other duties as required.
- Be at work on time when scheduled to work and remain at work throughout the established work schedule.

## Qualifications

### **REQUIRED**

#### **Education**

- Bachelor's Degree in related field

#### **Experience/Skills and/or years of specific experience:**

- At least two years of experience in data and research related roles.
- Experience compiling, handling, and analyzing large data sets; interpreting and communicating statistical material into information useable by a target audience.
- Experience writing analytical/research reports and materials.
- Ability to translate data into non-technical written and verbal communications.
- Excellence using statistical software, spreadsheet software, or relational database software.
- Proficiency using data visualization tools to create interactive and static representations of data (Tableau preferred).
- Understanding of how to design survey instruments and facilitate focus groups
- Strong inter-personal skills, including experience collaborating effectively with internal and external professionals.
- Ability to anticipate, clarify and manage multiple needs of internal and external constituents.
- Proficiency in project management, project execution, and problem solving.
- Ability to initiate and manage numerous projects simultaneously; meet deadlines; perform effectively under pressure.
- Ability to work independently, self-start, exercise judgement, set goals, expected outcomes and priorities, and carryout complex tasks.
- Ability to work in a collaborative environment.
- Basic skills in operating computers, keyboard, standard office equipment, and standard office software (Microsoft Office preferred).

### **PREFERRED**

- Knowledge and familiarity with prek-12 school systems, postsecondary education and training programs, financial aid and admissions procedures, state and national trends, and services available.
- Understanding of adult workforce development system, labor market information, state and national trends, and services available.
- Proficiency with website editing (WordPress preferred).
- Experience managing vendors and contractors.

## Physical Requirements

**Identify physical demands typically encountered and reasonably anticipated in this position.** Mark each item with the rating that best matches the expectations of the position based on the following scale:

**NA:** *Not applicable, usually not required/ expected of position.*

**NE:** *Requirement is present, but may not be essential to the position.*

**O:** *Occasional (up to 33% of the time) and essential to the position.*

**F:** *Frequently required (over 33% of the time) and essential to the position.*

**Note:** Ratings must be consistent with essential functions identified in previous section.

| Physical Requirement                 | NA | NE | O | F | Physical Requirement                 | NA | NE | O | F |
|--------------------------------------|----|----|---|---|--------------------------------------|----|----|---|---|
| Sitting                              |    | X  |   |   | Pushing/pulling                      |    | X  |   |   |
| Walking                              |    |    | X |   | Seeing objects at a distance         |    |    | X |   |
| Standing                             |    |    | X |   | Seeing objects peripherally          |    |    | X |   |
| Bending or twisting                  | X  |    |   |   | Seeing close work (e.g. typed print) |    |    |   | X |
| Squatting or kneeling                | X  |    |   |   | Distinguishing colors                |    | X  |   |   |
| Reaching above shoulder level        | X  |    |   |   | Hearing conversations or sounds      |    |    |   | X |
| Climbing                             | X  |    |   |   | Hearing via telephone or headset     |    |    |   | X |
| Driving car or light duty truck      |    |    | X |   | Communicating through speech         |    |    |   | X |
| Repetitive motion of hands/fingers   |    |    | X |   | Communicating through writing        |    |    |   | X |
| Grasping with hand/gripping          | X  |    |   |   | Reading                              |    |    |   | X |
| Lifting/carrying 10-25 pounds        |    | X  |   |   | Overnight travel                     |    |    | X |   |
| Lifting/carrying 26-50 pounds        |    | X  |   |   | Exposure to aggressive/angry people  |    | X  |   |   |
| Lifting/carrying more than 50 pounds |    | X  |   |   |                                      |    |    |   |   |
| Other: (please list and describe):   |    |    |   |   |                                      |    |    |   |   |

Please forward signed job description to Human Resources. Thank you.