



DATA COORDINATOR JOB DESCRIPTION

Location: Chapel Hill, North Carolina

Supervisor: Director of Evaluation and Impact Measurement

Travel Requirements: Limited

ABOUT COLLEGE ADVISING CORPS

College Advising Corps (CAC) is an independent non-profit organization that works to increase the rates of college enrollment and completion among low-income, first-generation college and underrepresented high school students. We do this by placing well-trained, recent college graduates from our 25 partner universities as full-time college advisers in high schools across the nation. We believe that every student deserves the opportunity to enter and complete higher education and are committed to supporting students as they navigate the complex processes of college admissions, matriculation, and securing financial aid.

POSITION SUMMARY

Reporting to the Director of Evaluation and Impact Measurement, the Data Coordinator will play a critical role in supporting CAC's research and evaluation efforts, ensuring that the organization is able to effectively evaluate its work and use findings to drive improvement and increase impact. More specifically, the Data Coordinator will support the organization's efforts to collect, manage, and share data with both internal and external audiences.

DUTIES AND RESPONSIBILITIES

Data Collection and Management: Collect, process, and manage a variety of quantitative and qualitative data. Sort, update, and merge data files from a variety of sources. Evaluate data quality and perform data-cleaning operations. Assist in the development, administration, and collection of surveys, forms, and questionnaires, including CAC's annual adviser and student survey. Support the collection and aggregation of school rosters for CAC's annual National Student Clearinghouse data verification process. Working closely with the Director of Development, oversee all data entry tasks associated with the organization's AmeriCorps partnership.

Reporting: Run regular data reports from a variety of sources (including adviser and program reports generated by CAC's online student tracker tool, FAFSA completion reports from the U.S. Department of Education, etc.) to share internally with CAC's program and evaluation teams. In partnership with the Director of Evaluation and Impact Measurement, create program- and school-specific reports to share externally with CAC's partners. Address ad hoc data requests from programs, the development team, and senior leadership.

QUALIFICATIONS AND EXPERIENCE

The Data Coordinator will be a highly motivated self-starter with a bachelor's degree (preferably with a quantitative focus) and 2-3 years of work experience. The ideal candidate for this position will possess the following qualities and attributes:

- Culture- and mission-driven – extremely passionate about CAC and increasing opportunity for all students;
- A can-do attitude and willingness to go the extra mile in service of our mission;
- An unwavering attention to detail and commitment to executing with excellence;
- Excellent interpersonal skills and a commitment to representing CAC with enthusiasm, warmth, and professionalism;
- Outstanding written and oral communication skills, with the ability to present data in a simple and straightforward way for non-technical audiences;
- Excellent critical thinking, problem solving, and organizational skills;
- The ability to thrive in a fast-paced, do-it-yourself, start-up environment;
- The capacity to multitask and manage multiple projects and assignments, often with competing deadlines;
- Advanced Microsoft Excel and PowerPoint skills – experience with Stata and statistical modeling a plus; and
- Experience with Tableau or other data visualization software a plus.

COMPENSATION AND BENEFITS

CAC offers a salary and benefits package competitive with other organizations of our size, which includes full health and dental coverage, a matching 401(k) plan, and four weeks of vacation plus sick leave and national holidays.

HOW TO APPLY

Please email your resume and a cover letter to HR@advisingcorps.org, noting "Data Coordinator" in the subject line. Cover letters can be addressed to Sarah Shah, Director of Evaluation and Impact Measurement. In your letter, please speak directly to your experience and interest in working with our organization. Applications without a cover letter will not be considered.

College Advising Corps is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity/expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state or local law, where applicable. College Advising Corps is an E-Verify Employer.