



Job Description: Health Science Academy's **Data & Education Coordinator**– **NYC-area residency required by job start** **February 9, 2024**

The Health Science Academy (HSA) is a core program of the Arthur Ashe Institute for Urban Health (AAIUH). Founded in 1994, HSA is a collaboration between the Institute and SUNY Downstate Health Sciences University (SUNY DS) in Brooklyn, NY. HSA's health science pipeline program partners with public and parochial schools to offer academic health science enrichment afterschool programs to middle (during the school day at the schools) and high school students (afterschool at SUNY Downstate). **HSA serves over 300 students, grades 6-12, per academic year.** The main pipeline component, "the Academy," or "Academy Hybrid Learning" (AHL) is HSA's 3-year (six semesters) program for high achieving high school students (sophomore-senior year) interested in health and science careers. Academy classes are held onsite at SUNY DS. Since 1994, HSA has served over 3,000 students in grades 6-12 and our alumni.

Website: www.ArthurAsheInstitute.org

Title: Health Science Academy, Data & Education Coordinator

Classification: Full-time. **Work schedule will include working 11:30- 7:30 pm M-W when HSA's Academy program is in session, occasional other evenings, and on 8-10 Saturdays in the spring, 9:00am-1:30 pm.**

Salary: up to \$55,500 - commensurate with experience and education

Work will be performed in AAIUH's offices **on-site at SUNY DS** in Brooklyn.

You must be a US citizen or have a current visa or residency that allows you to work in the US without new sponsorship. Current NYC resident applicants preferred; NYC-area residency required by job start

Responsibilities include, but are not limited to:

***Data & Database Management**

Maintain the data and databases of all Health Science Academy students (e.g., HSA and high school grades, attendance, college plans) and alumni (e.g., college enrollment and persistence, HSA engagement) including tracking, monitoring, and updating of alumni contact information using the National Student Clearinghouse database

- Support staff requests for student and alumni data for program planning and reporting
- Serve as HSA's key data contact for providing data to our external partners (e.g., STEM PUSH and funders)
- Maintain an inventory of computers and other equipment and researches and recommends updates as needed
- Send group emails of events, deadlines, internships, etc., to HSA students, parents, liaisons, instructors, alumni, and other stakeholders as needed

***Education**

- Works with the HSA staff to teach health science courses and maintain an updated, standardized health science curriculum across the HSA pipeline
- Using the database, assists staff to review grades, send disciplinary letters, and report cards to Academy students.

Other/General

- Assist to recruit, train, and supervise staff and consultants to assist in the day-to-day activities of HSA
- Other duties include but are not limited to assist in oversight and preparation of HSA class materials; and provides regular updates and reports at staff meetings, and other tasks as needed.

Qualifications & Skills

BA/BS degree is required. Course work in the health sciences (e.g., biology), or computer science/database management is required. Course work in the health science education of students grades 6-12 (e.g., afterschool curriculum, youth development) is a plus. **Master's degree such as a MPH is preferred.**

*Data & Database Management

Advanced skills in Microsoft Word, Excel, and Power Point, is required. Advanced skills in database management (e.g., FileMaker) and online surveys such as Qualtrics and/or Survey Monkey is required.

Data analysis - experience conducting intermediate level data analysis (e.g., descriptive statistics) is required. *Experience with and use of SPSS or SAS is required.*

- Experience as a data manager, and an understanding of data administration and management functions (e.g., data collection, analysis, distribution) for a small non-profit is preferred.

*Education

- Knowledge of health disparities and public health issues regarding health science education is a plus
- Experience teaching remote and in-person classes to URM youth in an educational setting is a plus.

General

- **High attention to detail and the ability to organize resources, establishing priorities.**
- **Strong multi-tasking and time-management skills are a must.**
- **Effective communication skills – written and verbal – to interact clearly and professionally.**
- Basic research skills (e.g., literature review, internet research), and analytical skills.
- Ability to manage sensitive information with the highest degree of integrity and confidentiality.

Benefits for full-time staff include:

- Time & leave: starts at 25 days, including 11 holidays, 8 paid time off vacation/sick (PTO) in first year, 2 floating holidays & 4, quarterly mental wellness days with a \$25 gift card
- Medical, vision and dental plans
- SIMPLE IRA after two years of employment
- Health and transit pre-tax accounts
- Education benefits, time off for approved programs depending on work schedule (Not during AHL's class days)
- Professional development opportunities (e.g., developing poster abstracts for APHA &/or other conferences and attending if presenting, PASE workshops).

Reports to: AAIUH's Associate Executive Director, Health Science Education, and the HSA Manager

Send resume and cover letter: Info@HealthScienceAcademy.org

You must include "**Applicant for HSA's Data & Education Coordinator**" in your subject heading.

Please note: *Only candidates considered for an initial screening interview will be contacted.*

Candidates who advance beyond that stage will be required to submit a work demonstration (e.g., using HSA data, write a 1-page summary with pie charts or bar charts) prior to the second interview. Some of the interviewing and onboarding processes will be conducted remotely.

Anticipated start date: late March 2024

MEV file: AAIUH HSA - Data & Education Coordinator – job posting - update Feb 9 2024.docx