



Job Description: Health Science Academy's **Data & Education Coordinator**, full-time – **8/22/2022**

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," is HSA's 3-year (six semesters) program for high achieving high school students (sophomore-senior year) interested in health and science careers. Since 1994, HSA has served over 2,800 students in grades 6-12 and our alumni. HSA is transitioning to a hybrid teaching model as of Fall 2022, the middle school program will continue as remote only, the Academy's semester will include in-person classes this fall, but most will be remote.

Website: www.ArthurAsheInstitute.org

Title: Health Science Academy, Data & Education Coordinator

Classification: Full-time. Work schedule will include working until 7:00 pm M-W, some other evenings, and on some Saturdays in the spring.

Salary: low-mid \$50,000s -commensurate with experience and education

You must be fully vaccinated as defined by SUNY DS – currently 2 Pfizer/Moderna or 1 Johnson & Johnson, **before a second interview will be scheduled.*

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

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 HSA's Manager 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 a plus.

*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 Survey Monkey is required.**
Data analysis - experience conducting intermediary level data analysis (e.g., descriptive statistics) is required. *Use of SPSS or SAS is a plus.*
- **Proven 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.**

*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:

- Time & leave: starts at 20 days – 10 holidays, 8 paid time off (PTO) in first year, and 2 floating holidays
- Medical, vision and dental plans
- Health and transit pre-tax accounts
- Education benefits, time off for approved programs depending on work schedule
- 403b retirement plan available after two years of employment
- Professional development opportunities.

Reports to: AAIUH's Associate Executive Director, Health Science Education.

Send resume and cover letter: MValmont@ArthurAshelInstitute.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, in addition to COVID-19 vaccination requirements on page 1. Some of the interviewing and onboarding processes may be conducted remotely.

Anticipated start date: September/Oct 2022

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