

Bard Human Resources

Employment Opportunities

BHSEC Manhattan

Data and Evaluation Associate

Bard Early Colleges are founded on the belief that many high-school age students are eager and ready for the intellectual challenges of a college education. Bard Early Colleges act on this belief by providing younger scholars with a tuition-free, credit-bearing college course of study in the liberal arts and sciences following the 9th and 10th grades. Students are taught by college faculty in seminar classes; they receive up to 60 college credits and an associate in arts (A.A.) degree from Bard College, concurrently with a high school diploma. Bard Early Colleges begin preparing students for college work as early as the 9th grade and offer ongoing guidance and academic supports.

Now in its second decade, the Bard Early College network includes campuses in Manhattan and Queens, New York; New Orleans, Louisiana; Newark, New Jersey; Cleveland, Ohio; and the Harlem Childrens Zone in New York City. Since 2003, Bard College has awarded over 2,400 A.A. degrees to its early college students.

The Institutional Research and Registrar Associate for the Bard Early Colleges is the primary manager of data for the Bard Early Colleges, and the primary liaison with Bard College on data-related matters. The Associate will be responsible for collecting, maintaining, analyzing, and reporting out on data for all Bard Early College campuses, including student outcomes, by subgroup, school performance, and trends. The responsibilities also include helping key stakeholders, including school leaders, make programmatic decisions using the available data and statistics, and ensuring that Bard College has access to the full range of data available for the Bard Early Colleges, including student performance during and after the early college program.

In addition, the position will support the Bard College Office of the Registrar with relevant data collection and entry for college students across the Bard Early College network. Finally, the Associate will assist the Dean of the Early Colleges with related academic projects, such as the development of a master course catalogue for the Bard Early Colleges.

Duties

- Data management and analysis (50% time)
- Collect data from Bards five degree-granting early college high schools and three non-degree-granting early college programs and work with the Office of Institutional Research and the Registrar's Office at Bard College to maintain this data in Bards Banner database
- Analyze data on students at the early colleges and after graduation, identify trends, and produce reports

- Contribute to reports for state grants
- Contribute to policy and fundraising documents requiring student outcome data
- Work with Principals and school leaders to use data to inform programming decisions
- Work with the Bard College Office of Institutional Research on cross-campus data sharing and alignment of research questions

Registrar and related projects (50% time)

- Support the Bard College Office of the Registrar to collect and input information from college students across the Bard Early Colleges so they can receive correct Bard College transcripts
- Support the Dean of the Early Colleges on academic projects impacting the Bard Early College network, including development of a master course catalogue

Desired Qualifications

The Associate must have strong data analysis skills and proficiency with data management systems. The Director should have strong writing skills and the ability to communicate complex data to a variety of key stakeholders. The successful candidate will be proactive, motivated, versatile, and able to multi-task and work on teams.

Qualifications include:

- Strong data analysis skills and technical proficiency in one or more software packages (e.g. excel, Banner, SPSS, SAS) that can be used to manipulate data and generate descriptive statistics
- Experience and familiarity with the development of research designs that include analyses of quantitative and qualitative data
- Ability to develop reports required by various departments and administrators of the program and to help them think through data-collection needs and implications of the existing statistics
- Strong written and verbal communications
- Strong organizational skills

To apply, send a letter of interest, resume, and three references through Interfolio.com at:

<http://apply.interfolio.com/42284>.

Visit <http://www.bard.edu/earlycollege/about/employment/> for more information on our schools.

Bard College is an equal opportunity employer and welcomes applications from individuals who contribute to its diversity.

AA/EOE

