



“Changing the lives of under-represented college bound students”

“Data Support Technician” Job Description

History

Higher Heights Youth Empowerment Programs, Inc. (HHYEP), founded in 2004, is a local college access program that provides college-planning services to high school students, grade 9 thru 12, and their families, throughout the New Haven and Fairfield Counties.

Our **mission** is to change the lives of under-represented college-bound students and **Empower, Encourage, and Equip** them to obtain a post-secondary education.

Our **organization’s goal** is to provide more equitable access to college preparatory resources and services to a broad range of students and their families who have a history of being deprived and who as a consequence are underrepresented in the pool of academically high-achieving students.

Description

Job Title: Data Support Technician
Reports to: Executive Director

I. Job Summary

Position Summary – Provide data entry and analysis support to all College Access Programs, K-12 Academic Tutoring, and other program-related matters.

Primary Responsibilities –

The Technician will:

- Present and coordinate monthly reports to the executive team and at times board members;
- Organize information, services, and support to assure data systems function smoothly and efficiently;
- Extract and compile reports and forms, along with, verify content for accuracy and completeness
- Establish and maintain effective working relationships with organization staff and other community stakeholders;
- Participate in professional development activities and where applicable present data and findings
- Maintain and report program and student data;
- Maintain and post to social media accounts, along with, updating the website with up to date and current announcements, news, and highlights
- Perform other clerical duties such as proofreading, typing, keyboarding, filing and record-keeping
- Other duties as assigned

157 Church Street, 19th Floor ♦ New Haven, Connecticut 06510
Office (475) 655-3117
www.higherheightsyouth.org





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III. Required Skills

- Completion of one year in college and at least one year of full-time work experience required; teaching, college admissions experience desired.
- One year of data entry experience is required.
- Ability to work well with diverse types of people; eagerness to help low-income young people improve themselves.
- Excellent communication, organization, and time management skills.
- Ability to multitask and handle potentially stressful situations calmly and appropriately.
- High energy, enthusiastic, a strong commitment to public service and social justice.
- Familiarity with the college admissions process, including standardized tests, application process, and financial aid strongly preferred.
- Desire to work in a growing nonprofit organization, ability to adapt, creativity, and commitment to excellence are highly valued.
- Access to reliable transportation is required.

Logistics

The Data Support Technician will commit to a schedule of 10 hours per week; the workday will be Monday through Friday with a flexible schedule, however, we mandate all staff to attend meetings that take place during the day; advance notice is often given. Finally, for this role, we will allow for 100% remote work.

FLSA Status: Exempt

Date: 11//2021

How to apply: E-mail cover letter and resume to volunteer@higherheightsyouth.org. Please list the title of the position you are applying for in the subject line. No phone calls please. Only applicants selected for interviews will be contacted.

Higher Heights Youth Empowerment Programs, Inc. is proud to be an Equal Opportunity Employer. Employment with Higher Heights Youth Empowerment Programs, Inc. is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military, or citizenship status.

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