



Communities In Schools of Chicago
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POSITION DESCRIPTION DATA ADMINISTRATOR

Communities In Schools (CIS) of Chicago is a nonprofit organization dedicated to working in partnership with Chicago Public Schools (CPS) and community organizations to help students stay in school and be successful. During the 2019-2020 school year, CIS of Chicago will partner with 175 Chicago public schools to connect more than 1,800 services and programs to more than 70,000 CPS students and their families by leveraging community partner programs and services. In addition, CIS of Chicago places full-time Student Supports Managers in 20 Chicago public schools – our Intensive School partners. Our staff in these schools provide intervention services to a caseload of 45-50 students per school who are at risk of dropping out, as well as connect support services to the whole school.

CIS of Chicago was founded in 1988, and is an affiliate of Communities In Schools, Inc., a national nonprofit organization with offices in more than 150 different cities.

The **mission** of Communities In Schools of Chicago is to surround students with a community of support, empowering them to stay in school and achieve in life. The **vision** of CIS of Chicago is to ensure that every public-school student in Chicago graduates from high school prepared to succeed. The organization's core values are *Impact, Integrity, Relationships, and Social Justice*.

CIS of Chicago provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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Donors are expanding their roles to include doing good in addition to doing well. Savvy not-for-profits are working to engage them. Join Communities In Schools of Chicago, the dropout prevention organization that *works* in our efforts to engage the Chicago philanthropic community.

We have a powerful message that resonates well: data that proves our impressive impact, a cost-effective model that reaches tens of thousands of children every year, and a focus on education and at-risk youth – tomorrow’s employees and leaders.

CIS of Chicago is seeking a Data Administrator. The position will be responsible for the timely monitoring and maintenance of the service collection database (CISDM-CaseWorthy) inclusive of addressing/tracking benchmarks and collecting aggregate information as well as errors and anomalies. Trained to provide technical support and guidance to staff and assist in the development and structural integrity of the student and partnership data archival systems, this position works in collaboration with a variety of departments, including program, partnership, development, and community engagement.

Responsibilities:

- Assist in the development and maintenance of the CIS of Chicago student and partner data collection platforms
- Develop and maintain information archives; research and track service statistics as entered by CIS of Chicago staff
- Collect monthly district summary reports, log trends, and create monthly at-a-glance dashboard for administrative reference
- Maintain relationship with program team and participate in staff development
- Assist with campus system training, monitoring and support; track and report outliers (and related suggested resolutions) to team leadership and supervisor
- Participate in site visits in conjunction with compliance/training aspect of COO role to assure case file accuracy
- Participate in the seasonal maintenance of hard file backup (scan, archive, and shred of historical CIS of Chicago records and student data)
- Work with COO on the ongoing strategy of “clean data,” FERPA compliance, and reporting data structures to other departments
- Support timely baseline and benchmarks reports, documenting delays and barriers to end of year goals
- Attend regular program team planning sessions, individual supervision, and All Staff meetings; adhere to program operational procedures
- Assist in the design and implementation of project data forecasting and trend analysis
- Perform other related duties that may be assigned from time to time

Desired Characteristics:

- Understanding of and commitment to, the mission of Communities In Schools
- Ability to manage and be part of a supportive collaborative team
- Strong understanding and experience with data mining, backup and recovery, security protocols, forecasting, capacity planning, performance monitoring
- Ability to communicate professionally with diverse audiences
- Strong writing and editing skills

- Attention to detail; excellent follow through
- Ability to prioritize and multi-task; performs well to deadlines

Qualifications:

- Minimum of three years' experience in database administration with fundamentals in data entry, learning management systems, and metric analysis
- Strong writing, organization and communication skills
- Familiarity with initial installation and maintenance of Microsoft platforms, SQL programs, Oracle, cloud-based 3rd party learning management systems (certification not required)
- Bachelor's degree required; computer science preferred

Reports to: Chief Operating Officer

To Apply: To express your interest in this position, please email (no faxes or phone calls) your resume and a personalized cover letter to: jobs@cisofchicago.org. Please write "Database Administrator" and your name in the Subject line.