

**Texas Higher Education Coordinating Board (THECB)  
Job Vacancy Notice**

**Position:** Program Director (Data Training Specialist)  
**Division:** Strategic Planning & Funding  
**Department:** Strategic Planning  
**Salary:** \$5,500 - \$5,833 / Monthly

**Job Number:** 17-023  
**Open Date:** May 17, 2017  
**Closing Date:** Until Filled

**Limited term position ending on or before March 31, 2019. The extension of this limited term position beyond March 31, 2019 is contingent upon funding.**

**This position is eligible for the Optional Retirement Program (ORP) as an alternative to the Employees Retirement System.**

**General Description:**

The Texas Higher Education Coordinating Board (THECB) has a wealth of publicly available data resources. THECB seeks an energetic, forward-thinking Data Training Specialist to help state stakeholders to leverage these resources effectively to inform improvements in institutional practice and policy. The selected applicant will have the opportunity to work in a dynamic environment where team interaction and external engagement is critical and where use of a broad array of information is necessary and highly valued.

Performs complex consultative services and technical assistant work developing and conducting training on the use of the Texas Higher Education Coordinating Board accountability system, *60x30TX* website, and available data resources. Oversees the Data Fellows program that provides in-person training workshops to teach key stakeholders; such as, legislative committee staff, education reporters, staff from higher education, K-12 education, and business sectors to access state data and perform in-depth analyses in the accountability system and interactive data portal. Develops effective relationships and works with higher education stakeholders to identify data that informs achievement of the goals of the state's plan for higher education, *60X30TX*, that target student success and college completion issues and initiatives. Work includes data interpretation and report production used to provide information to agency and state leadership, program managers, higher education institutions, and other stakeholders. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. This position reports to the Deputy Assistant Commissioner, Strategic Planning and Funding.

**General Duties and Responsibilities:**

- Oversees, develops, organizes, conducts, and assess training programs for diverse educational stakeholders to inform public understanding of higher education in Texas and to use data to inform policy decisions.
- Provides training and technical assistance to agency staff on use of higher education data.
- Conducts training sessions at conferences, through various coaching sessions; and through a formal Data Fellows program.
- Organizes and oversees Data Fellows program events, including planning of, contracting for, and implementation of meetings.
- Conducts data training, program assessment, drafts correspondence, schedules speakers, and coordinates training sessions.
- Provides information on the appropriate applications of available data when conducting stakeholders' presentations and in the Data Fellow Programs.
- Ensures accuracy of collected and aggregated data and assembles output for staff and public use, publication, and inclusion in higher education databases.
- Represents the agency to a variety of audiences and in a variety of formats in delivering oral and written presentations.
- Responds to internal and external surveys, requests for information, and creating specialized reports.
- Examines reports or analyzed data; interprets and communicates this information to interested audiences.
- Utilizes technical and analytical data with particular emphasis on the interpretation, aggregation, evaluation, and visualization (display) of data generated from large quantitative and qualitative datasets.
- Effectively use higher education content knowledge to provide information on data training activities.
- Ensures and verifies the accuracy of data, computations, and text; proofreads drafts, reports, and other documents.
- Works with analysts to ensure accurate interpretation of data, computations, and text; proofreads drafts, reports, and other documents.
- Applies appropriate Family Educational Rights and Privacy Act (FERPA) standards at all times.
- May travel up to 30% of time, including overnight.
- Performs other duties as assigned.

**Required Minimum Education and Experience:**

- Bachelor's degree from an accredited college or university.
- Three years of full-time experience providing training/workshops, professional development, or teaching; including:
  - Experience writing reports, correspondence, and materials for public dissemination.
- Graduate degree from an accredited college or university in education, business or public administration, or public policy may substitute for one year of the required experience.
- Selected applicants will be required to submit a training curriculum they developed and conduct a brief presentation at time of interview.

**Knowledge, Skills, and Abilities:**

- Knowledge of research methods, principles, and philosophies.
- Knowledge of statistical concepts and methods and their application to research analysis.
- Knowledge of standard and appropriate research sources and texts.
- Knowledge of evaluation procedures.
- Skills in training, making presentations, facilitating meetings.
- Skills in using a personal computer in a Window environment.

- Skills in maintaining office filing system in accordance with state and divisional retention schedules.
- Skills in writing, editing, and proofing; and preparing concise reports.
- Skills in using effective written and oral communication to convey information in a clear, concise manner.
- Skills in identifying and resolving problems by using strong analytical techniques, innovative approaches and taking initiative in preventing and solving problems.
- Ability to interpret statistical data, charts, and tables.
- Ability to engage audiences who have different levels of expertise in data and research topics and meet the needs and expectations in a professional manner.
- Ability to analyze problems and develop and present alternative solutions.
- Ability to work under moderate supervision.
- Ability to establish and maintain working relationships with co-workers, agency staff and management to achieve common goals.
- Ability to communicate clearly and effectively in a variety of forms (e.g., written and tabular reports, informal and formal presentations, publications) with a variety of internal and external audiences.
- Ability to plan, organize, and prioritize multiple assignments to effectively manage a fast paced and changing work environment without compromising accuracy.
- Ability to act in the best interest of the agency, maintain confidentiality and adherence to the organization's internal management policies and procedures.

**Preferred:**

- Master's degree or above in education, business or public administration, or public policy.
- Knowledge and experience with state and national policy issues in higher education.
- Experience working with data and policy.
- Experience and proficiency with statistical analysis software (such as SAS, SPSS, STATA) with large-scale K-12, higher education, or workforce databases.
- Experience and proficiency with SQL or other object-oriented programming and analysis with education databases.

**Physical Requirements and/or Working Conditions:**

Work is performed in a standard office environment and requires:

- Regular, reliable, and punctual attendance at work;
- Frequent use of personal computer, copiers, printers and telephones;
- Frequent sitting;
- Frequently works under deadlines, as a team member, and in direct contact with others.

**Job offer and continuation of employment with THECB is contingent upon:**

- Proof of education and experience listed on the application.
- Eligibility/authorization to work in the U.S.
- Satisfactory results from a pre-employment criminal history background check.

Compliance with the Selective Service Law for males ages 18-25. Please be advised that under Texas law, names and other information concerning applicants or nominees may be subject to disclosure upon request.

THECB does not allow dual employment with other state of Texas agencies or institutions.

Skills assessment may be conducted at time of interview.

**Application Requirements**

The Texas Higher Education Coordinating Board is an Equal Opportunity Employer. A State of Texas application is required to apply. For more information on how to apply for this position, go to the Coordinating Board's employment opportunities website at [www.thecb.state.tx.us/apps/jobs.cfm](http://www.thecb.state.tx.us/apps/jobs.cfm). The Texas Higher Education Coordinating Board participates in E-Verify for each new employees' Form I-9 to confirm work authorization. For questions please call the HR Department at 512-427-6190. For vocal and/or hearing assistance call 7-1-1, (512) 427-6190.

**"AN EQUAL OPPORTUNITY EMPLOYER"**