Data Analyst
California College Guidance Initiative

Remote/Virtual within California — Full-Time

The California College Guidance Initiative (CCGI) is looking for a Data Analyst who is just as comfortable working with varied data sets (structured and unstructured) to surface actionable insights, as they are working with external/internal audiences to breakdown complex data-driven information.

The ideal candidate can implement and troubleshoot data loading and processing tools (like SQL and Python scripts), identify and contribute to areas of improvement in the ETL/ELT pipeline, and take on a leadership role in special projects when needed. Additionally, this person has extensive experience working with a broad range of audiences to build data literacy and capacity.

While there are no supervisory responsibilities, this person must be able to partner and collaborate with internal and external stakeholders on a project management basis.

CCGI works to solve large scale, system-level problems in a constantly shifting policy landscape. You must be comfortable working with unknowns and ambiguous solutions, as well as passionate about promoting public education and advancing educational equity.

What Will You Be Doing?
— Contribute to the development, refinement, and implementation of data loading tools
— Build and maintain collaborative relationships with IT and data staff in a group of assigned CCGI partner districts.
— Work jointly with other Partner District Data Services Specialists, the CCGI implementation and platform teams, and technology vendor, to troubleshoot and problem-solve data-related issues on CaliforniaColleges.edu.
— Review partner district data for accuracy and provide feedback and support to partner districts to resolve errors.
— Proactively and regularly communicate with CCGI’s implementation team and partner district teams to facilitate timely and regular submission of data.
— Develop agenda for and participate in weekly meetings with CCGI’s implementation team to discuss progress in assigned districts.
— Support the Deputy Director of Data Services with other tasks as assigned.

What Intangibles Do You Need?
— Self-directed and proactive problem-solver.
— Confident verbal communicator.
— Ability to effectively and clearly communicate complex information in writing.
— Experience working with K-12 education data sets highly desirable.
— A commitment to increasing educational access and equity.
— Strong familiarity with SQL and commitment to growing skills and capacity
— Strong familiarity with Python and other scripting and data analysis languages (R and Stata) and commitment to growing skills and capacity
— Familiarity with a variety of K-12 student information systems (SIS) like PowerSchool, Aeries, Illuminate, etc.
— Mastery of Excel, including the ability to create look up tables, and highly proficient in Microsoft Office.
— Minimum of 3+ years’ experience working with and analyzing complex data and file formats.
— Ability to establish and maintain external partnerships/relationships.
— Demonstrated ability to prioritize, multi-task, and effectively manage multiple tasks simultaneously.
— Exceptional organizational skills and attention to detail.
— A customer service orientation.
— Ability to easily transition to/from independent and collaborative tasks.
— Commitment to ongoing professional learning, including willingness to learn new protocols, procedures, and software.
— Experience with Salesforce preferred, or similar CRM experience, but Salesforce is not required.

More about CCGI
The California College Guidance Initiative (CCGI) works to ensure that all 6th-12th grade students in California have access to a systematic baseline of guidance and support as they plan, prepare, and pay for postsecondary education and training. This baseline is provided by CaliforniaColleges.edu. CCGI partners with K-12 school districts to support students, counselors, and parents with the systematic use of CaliforniaColleges.edu, including transcript-informed tools. CaliforniaColleges.edu also houses, audits, and transmits student data to help ensure more accurate and efficient decisions regarding admissions, financial aid, and course placement.

CCGI is a positive, diverse, and supportive culture. At our core, we prioritize the needs of students above all else.

Everyone at CCGI works remotely. We are all located in various parts of California. We rarely meet in person. Instead, we make use of tools—such as ZOOM, Slack, and Salesforce—to communicate and document our work.

CCGI is housed at the Foundation for California Community Colleges but is an autonomous initiative with its own mission, goals, and leadership team.

Application Instructions:
For immediate consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents to jobs@foundationccc.org. Please include in the subject line: “Data Analyst, California College Guidance Initiative.” The application process will be open until the position is filled. Please also include a cover letter along with your resume submission.

The Foundation for California Community Colleges provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, veteran status, disability or genetics. In addition to federal law requirements, The Foundation for California Community Colleges complies with applicable state and local laws governing nondiscrimination in employment.