The California College Guidance Initiative is looking for a person with both technical expertise and experience in the California state postsecondary systems to support the CaliforniaColleges.edu Team. As part of the CaliforniaColleges.edu Team, you will be designing and managing the postsecondary and financial aid integrations with CaliforniaColleges.edu, California’s official college and career planning platform for K-12th grade students, parents, and educators.

California has a long history of innovative solutions to big challenges in education. We are looking for someone to help continue that effort into the 21st century. The ideal person for this team has experience developing and managing system integrations, a deep knowledge of high school students’ needs as they transition to postsecondary education, and a passion for educational equity.

Specifically, it would be beneficial for this person to have experience in:

— California State University, California Community College, and/or University of California admissions, counseling, assessment, or evaluation.
— Management of student information systems (SIS) at a public postsecondary institution.
— Designing and generating data structures (JSON, XML, etc.), as well as working with structured database queries (SQL).

The Deputy Director of Integrations helps manage the development, maintenance, and user support related to data-informed functionality on CaliforniaColleges.edu. This includes integrations with Cal State Apply and CCCApply, tools that help students monitor their progress toward statewide standards (e.g. CSU and UC Eligibility Tools and other future enhancements), as well as data sharing with the California Student Aid Commission. This role reports to the Director of Data Infrastructure, who leads this work.

There are no direct management responsibilities at this time, but this role will partner and collaborate with other subject matter experts on a project basis.

We work to solve large scale, system-level problems. The successful candidate 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?**

— Work with the Director of Data Infrastructure and the technology vendor to design and build functionalities related to the postsecondary integrations.
— Develop product specification documentation that considers the technical and end-user needs for new or iterated postsecondary integration functionality.
— Ensure progress on development of that functionality in accordance with specifications.
— Support quality assurance testing on that functionality, such as designing test case scenarios.
— Support investigation and resolution of user issues related to postsecondary integrations.
— Develop, approve, and maintain documentation that supports the understanding and usage of the postsecondary integrations on CaliforniaColleges.edu.
— Develop, approve, and maintain protocols that ensure the CaliforniaColleges.edu Team functions in an efficient and proactive manner.

What Technical Skills Do You Need?
— Mastery of Excel or another spreadsheet software.
— Mastery of SQL or other database query language.
— Experience working with large complex data sets.
— Experience working with PII (personally identifiable information).
— Experience investigating and troubleshooting user issues.
— Ability to gather, analyze, synthesize, and present both quantitative and qualitative information effectively.
— Experience with a programming language such as Python, Ruby, or C# would be helpful, but is not required.
— Bachelor’s degree required, or the equivalent years of relevant experience may be considered as a substitute for a degree.

What Intangibles Do You Need?
— Self-directed, intuitive problem-solver, and self-starter.
— Strong decision-making skills and collaborative spirit, with the ability to take abstract brainstorming and generate concrete proposals for action.
— The ability to advance projects without detailed supervision, balancing multiple responsibilities and providing colleagues with actionable proposals for advancing collective efforts.
— The aptitude to thrive in a fast-paced environment with changing priorities and deadlines.
— The capability to juggle multiple projects of various scopes with ease and grace.
— Meticulous attention to detail.
— Excellent verbal communication skills; ability to communicate with various levels of professionals.
— Strong organizational, project, and time management skills.
— Enjoyment of working with and formatting data, as well as explaining data processes and procedures to both internal and external audiences with varying levels of technical understanding.

More about the CaliforniaColleges.edu Team
The team is composed of individuals working remotely across California, and it supports content, user support, data integrations, and product development (e.g. UX/UI, specification development, quality assurance testing). Not all of us have a product development or technical background, but we believe in continuous learning and are deeply self-motivated.

The team does not include developers. We work closely with a product manager and developers at our vendor to handle this portion of the product.
This is a new role for the team. We are keen for you to bring experience that you can impart to the rest of us, but you also have to be interested in improving many other skills, possess a low ego, and always take the initiative to learn more. This role reports to the Director of Data Infrastructure.

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.

To learn more about the positions, read the full job description > Deputy Director of CaliforniaColleges.edu Integrations, California College Guidance Initiative

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: “Deputy Director of Integrations, 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.