

Arkansas Department of Career Education

AERIS Trainer and Data Analyst Job Vacancy Announcement

Recruitment Period: Tuesday, September 6, 2016, through Friday, September 23, 2016

Position Number: 22080255

Classification Title: ACE Program Coordinator Class Code: E062C Grade: C123

Entry Level Grade C123 Salary: \$43,217
(twelve (12) month annual salary)

The Arkansas Department of Career Education is recruiting for an AERIS Trainer and Data Analyst position that will be assigned to the Division of Adult Education. The work location for this position is Three Capitol Mall, Little Rock, Arkansas 72201-1083.

Please read the attached AERIS Trainer and Data Analyst functional job description for education and experience requirements, job responsibilities and expected results, competencies, and skill sets that are specified for this job vacancy.

Employment Application Procedure

Apply through the Arkansas State Jobs website, www.arstatejobs.com. Upload your resume with your employment application. Each applicant is expected to respond to the position-relevant questions that are posted for the AERIS Trainer and Data Analyst position. The applicant questions are located near the end of the electronic application. The hearing impaired may telephone the Arkansas Relay Service, at 1-800-285-1131 for assistance.

Applications will be subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., Friday, September 23, 2016.

The Arkansas Department of Career Education is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodations that are needed to participate in our application process.

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AERIS Trainer and Data Analyst Functional Job Description

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Position Summary

The ACE Program Coordinator will function as the Adult Education Reporting Information System (AERIS) Trainer and Data Analyst for the Division of Adult Education. This professional will oversee the data management information system, AERIS, provide local and regional trainings on the system, act as a liaison to the software company, analyze data, and complete statistical reports. This position requires the ability to analyze data to prepare qualitative and quantitative reports

The AERIS Trainer and Data Analyst will also ensure that adult education programs and literacy councils are in compliance with federal and state guidelines, laws, and policies. In addition, the Program Coordinator will provide technical assistance and program monitoring to adult education programs and literacy councils through site visits and desk audits.

Statewide and some out-of-state travel, which may include some overnight is required. Irregular work hours are expected, which may include some weekend work.

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in education, business administration, a field directly related to the assigned program area, or a related field; plus four years of experience in the field of education or a related field.

A Master's degree is preferred in Education, English, Communications, Curriculum Design, Information Systems, Computer Science, and Statistics, and one to two years' experience in Adult Education, Higher Education, or an equivalent combination of education and experience.

Proven experience with adult learning principles, methodologies, and course design techniques. Proven experience with training design and delivery, including experience with computer based training. Other qualifications include training, mentoring, and delivering professional development. Experience reviewing, approving, managing, and overseeing state and federal grants.

The AERIS Trainer and Data Analyst must demonstrate initiative as a self-starter, be analytically astute, exercise responsible discretion and judgment, and be highly motivated to competently achieve performance expectations with minimal supervision.

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A high level of integrity is essential to be successful as the AERIS Trainer and Data Analyst. The candidate must effectively communicate orally and in writing, have strong interpersonal skills, and public presentation experience. Critical thinking, management, and organizational skills are required, with attention to detail. Proficiency in Microsoft Office products is required.

Job Responsibilities and Expected Results

Work with the state data system related to the Adult Education Family Literacy Act (AEFLA) program and act as a liaison to develop, maintain, and improve the NRS database.

Analyze National Reporting System data, develop State and local program profiles, produce data reports related to performance measures, and perform specific activities directed at solving problems.

Lead the state in conducting data match on student outcome measures, executing the funding formula, writing statistical reports, and analyzing data.

Design, develop, and deliver group instruction/training on the state's data management information system, AERIS.

Analyze, research, and recommend improvements to current system and infrastructure.

Assess, analyze, and report on user technical education needs.

Use multiple methods of delivery including graphics, audio, video, webinars, etc;

Review technical training materials and documentation and keep them up-to-date.

Create, coordinate, and administer training event feedback mechanisms.

Analyze and use data to help teachers improve student learning and retention.

Analyze feedback results, make recommendations for training improvement, and integrate changes in curriculum and/or courses.

Stay up-to-date on the latest trends and best practices related to training and end user documentation.

Mentor peers to help them build capabilities regarding program performance.

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Identify and interpret patterns and trends, assess data quality and eliminate irrelevant data within AERIS.

Provide technical assistance to adult education programs and literacy councils by interpreting federal and state regulations, answering questions, resolving problems, and advising local programs, etc.

Evaluate program effectiveness through annual on-site visits and desk audits to ensure program compliance; review status and accountability reports of programs for compliance and performance;

Conduct workshops and presentations during local meetings and professional conferences;

Protect the integrity of all confidential client, student, and employee information.