

## DATA COORDINATOR

### Faculty of International

**Location:** Remote within the Portage College service region  
**Position type:** Full-time term until April 2026  
**Salary:** Salary under review

**Job number:** 23-DCB5-86-PC  
**Posting date:** April 17, 2024  
**Closing date:** Will begin reviewing resumes on April 25, 2024

### ABOUT THE POSITION

The Data Coordinator plays a crucial role in managing and organizing data within the Faculty of International. Reposting to the Dean of International, this position focuses on supporting Private College operations by ensuring accurate data collection, analysis and reporting. The Data Coordinator collaborates closely with various teams across Portage College and the Private Colleges.

Responsibilities include:

- Tracking of course failures:
  - Work closely with the academic team to ensure that there are plans in place for completion.
  - Track activity in learning management system to ensure completion.
- Prepare various statistical reports related to Private College activities; Generate reports for the International Steering Committee and Portage College Executive.
- Ensure accuracy in data handling and reporting.
- Oversee submission of marks and student exits.
- Conduct site visits to maintain continuous quality in program delivery; Analyze data during site visits and verify practicum sites.

- Work closely with Academic teams, Registration offices, Finance teams and IT teams at both Portage College and Private Colleges; Facilitate seamless data exchange and communication across departments.

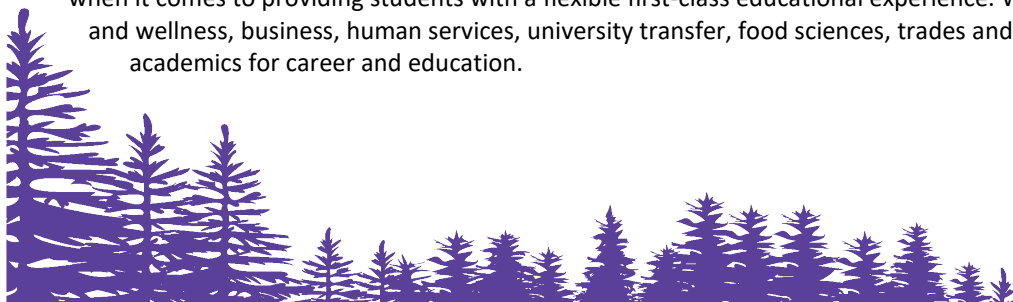
### QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in business administration is preferred.
- Two years of related experience in a post-secondary institution is preferred.
- Strong background and proficiency in data management, including collection, organization, and maintenance of data.
- Ability to analyze data to extract meaningful insights to make data driven decisions.
- Must be proficient with computers and database software.
- Strong skills in organization, attention to detail, and the ability to build and maintain strong working relationships with others.
- Ability to troubleshoot and solve complex problems.
- Effective communication skills are essential. Experience in preparing reports.
- Knowledge or experience working with Moodle and Unit 4 would be an asset.
- Ability to travel.
- Successful applicant will be required to provide a current police information check.

### ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for over 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.



As an employee at the College, you will benefit from generous paid time off, participation in the College pension plan, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.

## HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to [hr@portagecollege.ca](mailto:hr@portagecollege.ca). If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

