

Data Specialist - Program Specialist 3 Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=263613>

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Posted Oct. 8, 2025, set to expire Oct. 27, 2025

Job Title Data Specialist - Program Specialist 3
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Oct. 8, 2025

Application Deadline 10/27/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Data Specialist - Program Specialist 3

Community Colleges of Spokane

Location:CCS District Office Spokane

Department:District Workforce Development

Salary Range: \$4,882 - \$6,576

Starting salary for this position is: \$4,882 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six

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months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Colleges is comprised of two accredited colleges, Spokane Community College (SCC) and Spokane Falls Community College (SFCC) serving Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties, as well as portions of Lincoln County.

Both colleges are accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

Applications will be accepted until 4:00 p.m. PST on 9/30/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Data Specialist - Program Specialist 3

JOB SUMMARY

Reporting to the Director, this position is key to tracking, documenting and recording the U.S. Department of Labor's Strengthening Community College Round 5 (SCC5) Grant outcomes. This position serves as the key technical staff member for the multiple systems used by the U.S. government, U.S. Department of Labor (DOL), and Spokane Colleges, to track data.

This position ensures the correct forms are used and non-financial grant documentation is tracked to record the progress of the grant. This position trains new grant partners in the intake and tracking processes.

This is a project position that is grant funded through January 31, 2029.

DUTIES AND RESPONSIBILITIES

- Coordinate, organize, maintain, and input data into various databases, enterprise systems and spreadsheets for the SCC5 Grant. *

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- Act as grant lead for the Grant tracking system and other software systems for gathering grant outcomes and participant information. Coordinate data and intake tracking activities with workforce partners and Institutional Research. *
- Coordinate and ensure that SCC5 outcomes are being tracked in accordance with the U.S. DOL guidelines. Ensure that all partner organizations are inputting correct information. *
- Monitor, train and report on external grant partners, including employers to ensure outcomes and back-up paperwork to support outcomes are being maintained according to U.S. government circular guidelines. *
- Produce weekly, monthly and quarterly reports as required. *
- Contact and follow-up with grant participants to gather participant data and audit participant files. Immediately report any discrepancies to the Director. *
- Build mailing lists and helping with technical set-up for mailings, emails and client management system. *
- Coordinate, write and maintain record of grant processes, policies, intake, follow-up and tracking technical materials, class curriculum documents as required by grant. *
- Assist with web pages, external communication software. *
- Coordinate school and non-profit visits to Spokane Colleges or to manufacturing program sites. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning

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- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Associate degree from an accredited institution. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- One or more years of experience in higher education, technology, social services, manufacturing or workforce development required
- Proven experience working in a professional environment
- Proficiency in Microsoft Office (Word and Excel) required.
- Must be able to work under pressure and be flexible with regard to interruptions
- Strong oral, written, and interpersonal communication skills
- Strong technology skills with the ability to adapt from manual to technical processes

DESIRED QUALIFICATIONS

- Bachelor's degree with coursework in statistics or mathematics.
- Customer service experience.
- Experience with Tableau (or other visual data systems), database systems or equivalent.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions and background noise.
- Work is sedentary.
- Work directly with students/clients.

CONDITIONS OF EMPLOYMENT

- Project position.
- Full-time schedule (12 months, 40 hours a week).
- This position is overtime eligible.
- 6-month probationary period.
- Criminal background check is required.

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- Must possess a valid driver's license and transportation to travel to partner sites for gathering data information, coordinating activities and attending meetings.
- May be required to work alternate shifts.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.

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- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/data-specialist-program-specialist-3-spokane-washington-united-states>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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Staff

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