

**Data Reporting Specialist
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=264531>

Downloaded On: Oct. 29, 2025 7:47am

Posted Oct. 28, 2025, set to expire Feb. 24, 2026

Job Title Data Reporting Specialist
Department Data Operations & Compliance Department
Institution College of Lake County
Grayslake, Illinois

Date Posted Oct. 28, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6676137>

Apply By Email

Job Description

Image not found or type unknown



**Data Reporting Specialist
College of Lake County**

**Full Time
REQ-00000606**

Why choose the College of Lake County for your next opportunity?

**Data Reporting Specialist
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=264531>

Downloaded On: Oct. 29, 2025 7:47am

Posted Oct. 28, 2025, set to expire Feb. 24, 2026

The College of Lake County (CLC) offers a competitive salary, excellent benefits that includes Blue Cross Blue Shield of Illinois health, Delta Dental and Superior Vision insurance plans, tuition support for employees and qualified family members, three retirement plans, disability, group and supplemental life insurance, health and dependent care flexible spending account plans, a compressed work week in the summer (Closed Fridays!), generous vacation, sick and personal time off and 14 paid holidays each year. Some benefits will not be available for part-time or part-time under 20 hours employees (ex: health insurance).

Position Title:

Data Reporting Specialist

Department:

Data Operations & Compliance Department

Position Type:

Staff

Job Family:

Specialist

Job Summary:

Data Reporting Specialist is critical for the development of processes for data exchange and

**Data Reporting Specialist
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=264531>

Downloaded On: Oct. 29, 2025 7:47am

Posted Oct. 28, 2025, set to expire Feb. 24, 2026

maintenance of data integrity between multiple databases. This position is responsible for implementing data collection processes for student goals and student withdrawals as well as continually monitoring data exchanges and providing recommendations for improvement. This position provides support to the Academic and Data Operations Supervisor and Operations and Compliance Manager in monitoring compliance in professional development, midterm submissions, final grade submissions, assigning class funding, and monitoring required class attendance. Furthermore, this position provides analytical and technical support for the creation of queries in DAISI used for program decision making.

Posting Date:

10/27/2025

Expected Start Date:

11/17/2025

Compensation Grade:

B23

Full-Time/Part-Time:

Full time

Location:

Grayslake Campus

**Data Reporting Specialist
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=264531>

Downloaded On: Oct. 29, 2025 7:47am

Posted Oct. 28, 2025, set to expire Feb. 24, 2026

Total Hours Per Week:

40

Job Description:

Project and Process Management: 80%

1. Coordinate the integration of PeopleSoft and DAISI databases with ICCB staff.
2. Continually seek improvements in the enrollment data transfer process between PeopleSoft and DAISI.
3. Develop and coordinate a data collection process for student goals with Student Success team.
4. Conduct enrollment error analysis and provide recommendations for reduction in occurrences.
5. Identify enrollment errors and coordinate with Adult Ed Testing staff to clear holds on student accounts to increase enrollment.
6. Assist in assigning the grant attributes to classes and students in PeopleSoft and DAISI databases.
8. Collect, enter, and monitor professional development submissions from faculty for the purpose of grant compliance.
9. Identify criteria for specific data tracking and create or modify ad hoc queries in DAISI to produce the data. Request creation of PeopleSoft queries from Ed Affairs as needed.
10. Coordinate with Student Success Manager to properly identify and track transition students, which includes ICAPS, in DAISI.
11. Maintain part-time faculty and class schedule database.
12. Assist in tracking course enrollments; grant required attendance and registration systems, midterms, finals, and other college or ICCB record keeping systems.
13. Monitor fund expenditures for Adult Education and prepare quarterly, semi-annual, and other required fiscal reports for the grants and prepare materials for the audits.
14. Assist in preparing and monitoring part time faculty load and preparing Notice of Appointments.
15. Maintain the required files, records, and databases of the office.

Personnel Management: 15%

1. Supervise part-time flex staff and student workers.

Student and Customer Service: 5%

**Data Reporting Specialist
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=264531>

Downloaded On: Oct. 29, 2025 7:47am

Posted Oct. 28, 2025, set to expire Feb. 24, 2026

1. Perform other related duties as assigned.

Required Qualifications

1. Associate degree and two (2) years of related experience.
2. Computer skills in Microsoft Outlook, Word, Excel, and PowerPoint, and databases.
3. Secretarial and/or office experience.
4. Good organizational skills.
5. Experience dealing with the public.
6. Bilingual proficiency in Spanish
7. Proven ability to work effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.

Desired Qualifications

1. Computer skills in Excel.
2. Ability to work well as a member of a team.
3. PeopleSoft experience.

Work Schedule

Monday - Friday, 8:00 a.m. - 4:30 p.m.

Will require 1 evening shift a week: 10:00am to 6:00pm and 1 Saturday per semester.

Hours may also vary due to the needs of the college; additional nights/ weekends might apply.

Hourly Rate

\$19.41/hr.

**Data Reporting Specialist
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=264531>

Downloaded On: Oct. 29, 2025 7:47am

Posted Oct. 28, 2025, set to expire Feb. 24, 2026

EEO Statement

College of Lake County is an Equal Opportunity Employer with a policy of non-discrimination. Qualified applicants are considered without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

To apply, visit https://clc.wd5.myworkdayjobs.com/en-US/External/job/Grayslake-Campus/Data-Reporting-Specialist_REQ-00000606-1

Contact Information

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

Contact

Data Operations & Compliance Department
College of Lake County

,