



POSITION AVAILABLE

Student Outcomes Coordinator

Kurn Hattin is a donor-supported organization where good kids from families facing difficult circumstances find a safe, nurturing place to live and learn. Our mission, transforming the lives of children and families forever, is guided by our core values: Perseverance, Nurturance, Hope, Compassion, and Sense of Worth.

Please submit your resume along with a cover letter to humanresources@kurnhattin.org

Reports to: Assistant Executive Director

Location: Hybrid

Part-Time: 15-20hrs a week

Pay Range: \$22.00 - \$25.00 per hour

Position Summary

The Student Outcomes & Data Coordinator bridges direct student support with program monitoring and evaluation. This role creates consistent structures and routines for student engagement, manages data tracking through Alma, and coordinates across Admissions, Health Services, Residential, School, and Counseling staff to ensure services are effective, measurable, and aligned with organizational goals.

Key Responsibilities

- Serve as liaison between Admissions, Health Services, Residential, Counseling and School to ensure coordinated student care and data accuracy in Alma.
- Maintain clear communication channels and ensure all departments are aligned on processes and protocols for Alma.
- Provide first-line technical support, troubleshooting, and user assistance; coordinate with Alma Support as needed.
- Manage system updates, enhancements, documentation, and staff training.
- Build departmental online systems for admissions, residential life, and family outreach.
- Coordinate the transition of admitted and enrolled students into residential and student support systems.
- Create and generate reports to inform student support teams, leadership, and compliance requirements.
- Ensure consistent, timely data entry through Alma.
- Facilitate cross-department collaboration to improve system efficiency and student outcomes.
- Generate periodic reports to share with leadership, staff, and stakeholders.
- Identify trends and recommend improvements based on data.