



CONTRACT CAREER OPPORTUNITY

FEDERAL DATA REPORTING SPECIALIST OFFICE OF FEDERAL PROGRAMS

Salary Range: \$86.50 HOURLY RATE

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The contract worker will provide technical assistance and training to department staff, local educational agencies (LEAs), and other federal subrecipients on federal data reporting requirements. The contract worker will also assist in reviewing and validating data entry across data systems to ensure data is reported accurately, effectively, and efficiently. The contract worker will also develop and manage data collection processes, validation practices, procedures, provide assistance and support creating and using data monitoring tools.

EXPERIENCE/EDUCATION REQUIREMENTS:

Previous employment must have been in data reporting and management. Applicants should know federal data reporting requirements and specific data management platforms such as MSIS, CSPR, and 21 APR. The ideal candidate should be proficient with Microsoft Applications, including Excel, Outlook, and PowerPoint. The applicant must also have experience preparing training documents and presentations.

APPLICATION PROCESS:

Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, "Federal Data Reporting Specialist." The following documents must be submitted:

- A completed *MDE Application Form*
- Three (3) Professional References

The deadline for applicants to apply is April 19, 2024.

INQUIRIES

- Arthur Goss
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601-359-3499