



T H I N K J U S T I C E

Website Posting Announcement

Title: TRiO Programs – Technology & Data Analyst Coordinator
Reports to: TRiO Upward Bound Program Coordinator
Post Date: March 1, 2010

The position will remain open until filled, and screening of applications will begin immediately. The position will be available immediately.

Description:

Under the supervision of the TRiO Upward Bound Program Coordinator, coordinates the data processing for multiple concurrent projects (Student Support Services Program, Upward Bound Program and Upward Bound Math/Science Center). Responsible for maintaining TRiO technology and data information related to population served. Responsible for the compilation and submission of the Annual Performance Report (APR) and other federal documents. Works closely with program staff who are submitting TRiO data.

Minimum Qualifications:

Bachelors degree in business, computer science or related field required.
Computer literate at a high performance level.
Significant experience in project scheduling, expediting, monitoring, and revising

How to Apply:

Send resume and cover letter with salary requirements to:

mgoza@philander.edu

Attn: Human Resources

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