

Data Specialist – Marshalltown, IA

Seeking a detail-oriented person with exceptional organizational skills to join the Early Childhood Programs (ECP) team at our central office in Marshalltown. The Data Specialist maintains programmatic data using multiple database systems, runs reports, and provides phone support and training to staff. Meets with Program Directors to determine reporting requirements. Maintains eligibility, recruitment, selection, enrollment, and attendance (ERSEA) information.

This person works with a large number of internal staff, asking and answering questions related to information on family forms and documents. Outstanding customer service skills and manners are required. Necessary skills include close attention to detail and the ability to learn and effectively use a variety of software and electronic devices. **Full time position, \$10.30 per hour with an excellent benefit package.**

Required:

- High school diploma or equivalent
- Post-high school data entry education or experience

Closing Date: Open until filled

Visit <http://www.micaonline.org/jobs> for a full job description and to submit an online application, cover letter and resume. Or send, fax or email cover letter and resume to: MICA, 1001 S. 18th Ave., Marshalltown, IA 50158; [641-352-5020](tel:641-352-5020); jobapp@micaonline.org or complete application at above address. Position open until filled. EOE