Project Associate – Data Entry and Quality Assurance

Servicemembers Opportunity Colleges (SOC), a federally-funded contract that is part of a Washington DC-based national higher education association, seeks staff member to code and enter data from student degree plans and to coordinate quality assurance issues among other staff members responsible for data coding and entry.

Key job functions:
• Screening, coding, and entering key data elements from student degree plans
• Performing data checks on entered data and exported files to maintain quality assurance
• Documenting data points and trends from reported data
• Contributing to various data and content reports
• Assisting in updating and coordinating internal processes
• Acting as a liaison between internal and external constituents in assigned areas
• Developing and presenting training sessions
• Working on additional data and research projects, as assigned

Required:
• A bachelor's degree in a related major or equivalent of education and/or experience
• Experience in data entry
• Strong computer skills including proficiency in using computer databases, spreadsheets, and word processing
• Strong attention to detail and excellent proofing ability
• Ability to analyze data and present findings
• Strong organizational and project management skills
• Excellent interpersonal, written, and verbal communication skills
• Ability to work as a member of a team
• Mac OS X experience preferred

Salary: $48-51,000 commensurate with experience. EOE/AA.

Review of applications will begin immediately. Submit cover letter and resume no later than March 27th to AASCU Human Resources (HR@aascu.org)

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