

SOCAD/GoArmyEd Program Associate

Washington-based national higher education association seeks a program associate within Servicemembers Opportunity (SOC) Colleges. Responsibilities include coding and entry of student data, information gathering and synthesis, document editing/proofing and general administrative support to SOCAD and GoArmyEd projects. Required: Associate's degree or equivalent combination of education and experience, some work experience with databases, computer skills in word processing and spreadsheets, and strong attention to detail.

Salary: low-mid 40s EOE/AA. Submit cover letter and resume by December 21, 2012.
Start date: January 15, 2013.

Servicemembers Opportunity Colleges (SOC)
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