



DELTA SIGMA THETA SORORITY, INCORPORATED

A Service Sorority Founded in 1913

1707 New Hampshire Avenue N.W., Washington, DC 20009 | (202) 986-2400 | Telefax (202) 986-2513

VACANCY ANNOUNCEMENT

TITLE: Data Entry Specialist

FLSA CLASSIFICATION: Non-Exempt

DEPARTMENT: Maryland Educational Opportunity Center

SCHEDULE: Full-Time/40 Hours Per Week

WORKSITE: 2305 N. Charles Street Suite 101
Baltimore, MD 21218

REPORTS TO: Director, Maryland Educational Opportunity Center

PAY RATE: \$17-\$19 Hourly, Plus Benefits

POSITION PURPOSE AND SUMMARY

Manages the program participant data (from multiple data sources) and participant records for the Maryland Educational Opportunity Center in the City of Baltimore and Howard County, as approved for funding through Delta Sigma Theta Sorority, Incorporated.

DUTIES AND RESPONSIBILITIES

- **Assumes responsibility for participant data and records for the Maryland Educational Opportunity Center, as it relates to the approved grant proposal.**
- Enter participate admission and demographic data into appropriate software.
- Verify data for accuracy.
- Review, validate, and enter data from multiple source documents.
- **Collection and reporting of a variety of data (in addition to participant data).**
- Create and run reports for the counselors and leadership.
- Export reports and prepare analysis, evaluation, and presentation.
- Document and present data comparisons.
- Ability to launch surveys, collect data, and present findings.
- Ability to multi-task and meet deadlines.
- **Files and maintains participant confidential records.**
- Adheres to data requirements and record retention as outlined by grantor.
- Ability to train new users with appropriate software.

REQUIRED QUALIFICATIONS (KNOWLEDGE, SKILLS & ABILITIES)

- Must possess an Associate Degree or equivalent (60 college credits towards a Bachelor's
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Degree).

- Minimum of 1-3 years of experience working in a clerical or data position.
 - Additional related work experience can substitute for college requirements.
 - Ability to type with minimal errors.
 - Working knowledge of a variety computer applications.
 - **Proficiency in the Microsoft Office Suite (Word, Power Point, Excel, Access, and Sharepoint).**
 - **Data analysis and reporting experience preferred.**
 - Blumen data software experience preferred.
 - Knowledge and use of virtual platforms (e.g., Zoom, Microsoft Teams, WebEx, etc.).
 - Experience working in education or community-based organizations preferred.
 - Relocation assistance not available.
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For consideration, email your resume along with a cover letter that specifically states your salary requirements to hrmanager@deltasigmatheta.org. In your email, please include the title of the desired position in the subject line.

Incomplete submissions will not receive priority consideration.