

Title: DCPS - Aspen SIS Data Clerk **Region:** District of Columbia
Req ID: 518576

Details

Requisition Details

Req. Class: ADSUV1 : 2-Journeyman **Region:** District of Columbia
Title: DCPS - Aspen SIS Data Clerk
Req. Status: Open
No. of Openings: 1 **No. Filled:** 0
Start Date: 11/01/2017
No New Submittals After: 10/20/2017
Max Submittals by Vendor per Opening: 2

Worksite Address: 1200 First Street NE, Washingto
Agency Interview Type: In Person
Advanced Technical Screening Required?: No
Existing Incumbent Resource?: No

Requisition Description

Engagement Type: Contract

Short Description: 6-10 years of experience. Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a client's requirements.

Complete Description: DCPS is seeking an experienced Data Entry Clerk who can quickly and accurately enter and clean student related data into our Student Information System. They will be expected to operate in. In general they must check data in one or more systems and enter it in another. They must also possess a high degree of competency with tools such as MS-Excel and be able to use them to perform simple processing/checking to prepare data for entry. Due to the high volume of incoming data at the start of the school year they must be able to efficiently enter data as well as error check their work and the work of their colleagues. Specific Duties: 1. Clean student contact records in support to the parent Portal launch 2. Quickly and accurately enter, and/or clean data into Aspen SIS 3. Identify data errors and follow correction process workflow 4. Assist with documentation and testing of new features and functions 5. Identify areas of improvement within current process 6. Work

independently while still appropriately escalating issues to supervisory staff
Required Skills and Experience
 1. Required: 3+ years of hand on experience cleaning data
 2. Required : 3+ years of data entry experience
 3. Required: 3+ years of with standard windows web browsers (Chrome, Firefox, Internet Explorer)
 4. Required: 3+ years of experience with Microsoft Excel, and Microsoft Word
 5. Required: Ability to communicate in a positive and professional manner, both verbally and in writing.
 6. Required: Extremely strong attention to detail
 7. Required: Excellent time management and organizational skills; the ability to manage conflicting priorities and multi-task effectively; and communicate current status and tasks to management
 8. Nice to have: Experience with Visio and/or any other flow charting tool
 9. Nice to have: Experience using web-based tools such as Salesforce, Quickbase, Smartsheets, google apps, Microsoft 365 etc.
 10. Experience documenting technology requirements, requirement analysis tools/methodologies
Knowledge of process reengineering methodologies and process flowcharting
Strong Candidate will have:
 1. Experience with web-based tools such as Salesforce, Quickbase, Smartsheets, google apps, etc.
 2. Ability to communicate in a positive and professional manner, both verbally and in writing.
 3. Extremely strong attention to detail
 4. Excellent time management and organizational skills; the ability to manage conflicting priorities and multi-task effectively; and communicate current status and tasks to management
 5. Self-starter able to quickly adapt to new business environments with minimal supervision; strong work ethic and motivated to succeed
 6. Ability to determine proper course or methodology with minimal direction or supervision while at same time having the judgment to know what and when to escalate
 7. Keen sense of maximizing return on investment, focusing on the pragmatic 80% solutions rather than a fruitless quest for perfection

CONTRACT JOB DESCRIPTION Responsibilities:
 1. Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a client's requirements.
 2. Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties.
 3. Assists in budgetary, billing, and financial management.
 4. Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals.
Minimum Education/Certification Requirements : High School Diploma or GED

Client Information

Work Location:	DCPS - 1200 First Street NE, 9th Floor Washington, DC 20002	Cost Center:	DCPS - District of Columbia Public Schools
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Required/Desired Skills

Required /Desired

Skill	Required /Desired	Amount	of Experience
6-10 yrs developing, drafting, writing and editing reports and other documents	Required	6	Years
High School Diploma or GED	Required		
3+ years of hand on experience cleaning data	Required	3	Years
Data entry experience	Required	6	Years
3+ years of with standard windows web browsers (Chrome, Firefox, Internet Explorer)	Required	3	Years
3+ years of experience with Microsoft Excel, and Microsoft Word	Required	3	Years
Ability to communicate in a positive and professional manner, both verbally and in writing.	Required	6	Years
Extremely strong attention to detail	Required	6	Years
Excellent time management and organizational skills; the ability to	Required	6	Years

manage conflicting priorities and multi-task effectively; and communicate current

Experience with Visio and/or any other flow charting tool	Nice to have	3	Years
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Experience documenting technology requirements, requirement analysis tools/methodologies Knowledge of process reengineering methodologies and process	Required	3	Years
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Experience using web-based tools such as Salesforce, Quickbase, Smartsheets, google apps, Microsoft 365 etc.	Nice to have	3	Years
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Questions

	Description
Question 1	Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement?
Question 2	Please list candidate's email address that will be used when submitting E-RTR.
Question 3	There are no reimbursable expenses. Do you accept this requirement?
