



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

PROJECT ASSISTANT – DATA/INFORMATION MANAGEMENT

Minimum Qualifications:

- College degree (BA or BS) preferred
- Proven ability to listen and understand information and data, to research supplemental sources as necessary, and to successively organize data/information into a complete finished document that demonstrates order, clarity, and a high level of technical accuracy with understanding.
- Demonstrate success contributing to and executing procedures and policies to improve efficiencies in specific procedures, organizational capabilities, and standards that deal with information as a product or a service.
- Knowledge and expertise in project management, specifically related to data, systems, technology, and processes, demonstrating a methodical approach to problem solving.
- Proven ability to perform tasks independently, use good judgment, maintain confidentiality, and prioritize work between multiple and changing daily tasks while effectively managing short, mid and long-term projects in order to meet deadlines.
- Demonstrate competence in writing, editing and formatting written content.
- Ability and desire to work in a team environment and with diverse groups of people.
- Ability to approach situations and challenges with flexibility while maintaining a positive outlook.
- Self-motivation and initiative and strong independent work ethic.
- Experience in working with current technology with an interest in new technologies as they become available.
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, etc.), project management systems, and online environments
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Non-Exempt

Reports To: Senior Director: Research, Quality Assurance, and Program Impact

Job Objectives:

The Project Assistant – Information/Data Management will support information/data management processes and technologies that contribute directly to OCALI's operational and business strategies. The Project Assistant will be responsible for providing administrative support in the areas of data collection and analysis, communications, technical assistance, resource and process development, reporting, and contract / project completion.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations: however, the list below is not ranked in order of importance."

- Provides administrative support along with technical assistance that aids the planning, organizing, processing, evaluating, and reporting of activities associated with contract deliverables
- Demonstrates accuracy, responsiveness, and excellent communication with internal and external customers.
- Supports quality assurance efforts as OCALI Centers produce resources especially in the online environment.
- Successfully completes projects, including complex spreadsheets and charting, coordinating workflow documents and materials for deadline-sensitive projects, and maintaining and organizing project documentation.
- Collects, prepares, and interprets data, reports, budgets, and commentaries across multiple projects and contracts ensuring all activity is recorded accurately and evaluated accordingly.
- Manages data effectively and is proficient using tools such as Excel/Numbers.
- Works collaboratively with the OCALI leadership and stakeholders to coordinate and implement goals, objectives, and procedures, updating and distributing internal policies accordingly.
- Investigates and collects information from various sources to support the development of tools, resources and procedures.
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

"Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio."

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, it is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020