

Job Title: Data Support Specialist

Company: Bright Learning Lab (BLL)

Bright Learning Lab (BLL) is the distributor of empower, a transformative software platform owned by the Council for Opportunity in Education (COE). We are seeking a dedicated individual to join our team part-time as a Data Support Specialist.

Position Overview: As a Data Support Specialist, you will play a crucial role in managing data transfers and providing technical assistance to our clients. This position requires strong proficiency in Excel, the ability to quickly learn and navigate new software systems, and a knack for troubleshooting technical issues.

Key Responsibilities:

- Transfer data accurately and efficiently between systems, ensuring data integrity and security.
- Provide technical support to empower users, assisting with software navigation and troubleshooting.
- Collaborate with internal teams to streamline data processes and enhance software usability.
- Document and maintain clear records of data transfers and technical support interactions.

Qualifications:

- Proficiency in Microsoft Excel is essential.
- Comfortable learning and navigating software applications.
- Strong attention to detail and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

Preferred Qualifications:

- Experience with data management or technical support roles.
- Enrollment in or graduate of a TRIO program (Preferred: TRIO alumni or current TRIO student).
- Background or coursework in Computer Science or related fields (preferred but not required).

Working Conditions:

- Part-time position with flexible hours.
- Remote work.

Application Instructions: Please submit a resume to spencerkearl@empoweranalytics.org
Include "Data Support Specialist" in the subject line of your email.

About BLL: Bright Learning Lab is committed to empowering educational institutions and students through innovative software solutions. As the exclusive distributor of empower, we strive to make a meaningful impact on educational outcomes across diverse communities.

Join BLL and be part of a dynamic team dedicated to transforming educational experiences through technology. We look forward to welcoming passionate individuals who are eager to contribute to our mission.