

## **Data & Reporting / Board Relations Specialist**

Academica West is accepting applications for a full-time Data & Reporting / Board Relations Specialist.

Position will be full-time. Salary is commensurate with experience and qualifications, and includes a competitive benefits package. This position will require some work in the evenings (three to five evenings per month) and will require local travel to and from meeting locations. Academica West is located in Kaysville and is the largest provider of comprehensive management services for public charter schools in Utah. This position will work directly with charter school governing board members, school administrators and our full staff in the areas of: data review/reporting and general governing board operations.

Duties include, but are not limited to documenting and managing the official records of public charter school governing boards; data review and reporting; tracking and monitoring board action items and decisions; preparing for, attending, and maintaining official records of board meetings; and other duties as assigned.

### Qualifications:

- Demonstrated proficiency with Microsoft Office Suite and database systems
- Excellent writing skills
- Ability to interpret and organize raw data for school reporting compliance
- Capacity to review data for accuracy and problem solve data discrepancies
- Professional, dependable, and capable of multi-tasking
- Detail-oriented, organized, and systematic
- Ability to learn existing procedures and organizational systems
- Following initial training, ability to work independently and with little supervision
- Capable of working in a fast-paced team environment

### Education & Experience:

- Bachelor's Degree or equivalency
- Experience with public school reporting requirements and/or governing boards is preferred, but not required
- Any combination of experience and training which provides the knowledge and ability to perform the duties of a Data & Reporting / Board Relations Specialist will be considered

Interested and qualified candidates should email a resume to [careers@academicawest.com](mailto:careers@academicawest.com).

Academica West is an Equal Opportunity Employer.