



# 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

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**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

**SALARY:** Commensurate with Experience Plus Benefits

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### 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' experience working in an office setting.**
  - **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.
  - Knowledge and use of virtual platforms (i.e., 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](mailto: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.**

