



# EASTLAND-FAIRFIELD

## CAREER & TECHNICAL SCHOOLS

4300 Amalgamated Place  
Groveport, OH 43125

Shelley Groves  
Superintendent/CEO

---

### POSITION VACANCY PLEASE POST

---

<b>POSITION:</b>	Aspire Enrollment and Data Support Specialist
<b>REPORTS TO:</b>	Aspire Manager
<b>APPLICATION DEADLINE:</b>	Open until position is filled
<b>STARTING DATE:</b>	ASAP
<b>QUALIFICATIONS:</b>	Successful applicants must have or be able to secure ODE licensure for teaching at the elementary, junior, senior high or adult education level; Bachelor's degree in education or related field preferred; Experience working with adult learners; Possess a working knowledge of Google and Microsoft Office word processing, databases, and spreadsheet software applications; 3 years of related experience; positive attitude and friendly disposition; Successfully pass a BCI/FBI background check.
<b>RESPONSIBILITIES:</b>	Responsible for oversight of all data entry processes; Develop and maintain spreadsheets utilizing data analysis to identify trends and inform decision-making; Assist with onboarding new employees; Assist with changes in data collection and entry with Aspire's transition to ODEW; Monitor and adjust testing procedures; Attend Data Corner meetings; Perform data entry as needed; Analyze data to implement retention strategies; Develop enrollment procedures; Contact students; Prepare student portfolios; Other duties as assigned.
<b>SALARY:</b>	Placement on the Adult Support Staff Salary Schedule
<b>TYPE OF EMPLOYMENT:</b>	Classified; Full-time; 8 hours per day; 260-day calendar; Benefit-eligible position
<b>LOCATION:</b>	EFCTS Aspire 4300 Amalgamated Place Groveport, OH 43125
<b>APPLY:</b>	Please submit a resume and letter of interest online at: <a href="https://www.eastland-fairfield.com/page/job-openings">https://www.eastland-fairfield.com/page/job-openings</a>

**NO phone calls concerning this position will be accepted  
.....AN EQUAL OPPORTUNITY EMPLOYER...**

**EFCTS utilizes Google applications and Multi-Factor Authentication (MFA).  
The MFA is via data or SMS capabilities of the employee's personal cell phone.**