



Job Title: Technology Associate

Organization: Education Resource Strategies

Education Resource Strategies is a non-profit strategy consulting firm that works with large urban public school systems. We are transforming education by helping leaders strategically use resources to improve student learning. Today's schools face the unprecedented challenge of dramatically raising their performance while weathering the most severe economic downturn in generations. Districts have two choices: do less with less, or take dramatic steps to create a transformed system that generates better results. We are the only organization in the country with over 10 years of experience collaborating with the largest urban districts in this important area of strategic resource allocation.

Our office is in Watertown, Massachusetts, along the beautiful Charles River and conveniently located to Harvard Square and the Mass Pike. We have a unique work environment; we are committed to high quality in our work and committed to achieving that quality through a flexible environment that values work/life balance.

For more information, please visit our website: www.erstrategies.org.

Job Description

The ideal Education Resource Strategies Technology Associate has strong and proven technical skills. ERS is a small organization with a strong professional learning community. As such, we place teamwork, initiative and a desire to learn and grow at a premium. While experience in the education sector is not required, a passion for improving the educational experience for all students is. The Technology Associate will report to the Manager of Tools and Technology.

Responsibilities include:

Participate on the ERS "data team":

- Play an active content role on the ERS data team, including data and file validation tasks, data mapping tasks, and summarizing the overall readiness of data for use in methodological analyses and processes
- Identify data team best practices and integrate them into training and support materials

Oversee the development of the organization's wiki-based methods and system functionality documentation:

- Partner with consulting staff and directors to document ERS methodologies and ensure that wiki documentation on ERS methodology is current
- Partner with the technologies manager and software engineering teams to ensure that wiki documentation on system functionality is current
- Develop, implement, and streamline processes for updating the wiki as ERS methodologies evolve

Support the development of functional and technical specifications for enhancements to the primary ERS data analysis software platform:

- Partner with the technologies manager and consulting staff and directors to identify opportunities for system enhancements
- Partner with the technologies manager to maintain the feature enhancements lists and the release cycles for feature enhancements
- Draft and implement testing plans for system enhancements

Manage projects on the ERS data analysis software platform:

- Develop and implement processes to achieve methodological and database consistency among ERS projects
- Use ERS software tools to support methodological and database consistency among ERS projects

Support the implementation of the ERS technical infrastructure:

- Partner with the organization's functional teams on the implementation and management of its SharePoint infrastructure
- Provide point of initial contact to triage technical support issues, initiate their resolution third-party vendors (as appropriate), and facilitate the implementation of solutions
- Provide initial technical training and orientation to ERS staff and interns
- Partner with the technologies manager to provide ongoing and "just in time" training on use of internal collaboration tools and the ERS data analysis software platform
- Partner with the technologies manager to identify opportunities to improve internal collaboration and implement tools that support improved collaboration

Qualifications and Skills:

- Bachelor's degree required, master's degree preferred
- 3 to 5 years of experience working directly with technologies or in a technical environment
- Excellent written and oral communication skills, including a demonstrated ability to write clearly and effectively, especially in communicating technical or analytic content clearly to varying audiences
- Experience with Microsoft Excel, PowerPoint are required; experience constructing queries using Structured Query Language (SQL) is preferred
- A working understanding of Microsoft SharePoint technologies; some experience in developing content in SharePoint is preferred
- Experience and/or interest in k-12 education reform

Contact: Interested in becoming an ERS Technology Associate? Please submit your resume and cover letter to Kristan Singleton: tech_associate@erstrategies.org.