



## Graduate Assistantship or Graduate Fellowship

### (Education Informatics)

**About the Education Achievement Authority:** The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

**JOB TITLE:** Graduate Assistantship or Graduate Fellowship (Education Informatics) with Wayne State University

**REPORTS TO:** Director of Assessment and Accountability

#### **SUMMARY of POSITION:**

The candidate selected for this position **must provide evidence of current school enrollment** with a concentration in computer sciences, computer engineering, business intelligence, urban public education, mathematics or related field which includes training in information systems, information technology, accounting or a related field.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

The successful candidate selected for this position must demonstrate a high level of knowledge in the operation of student database applications. The candidate will be able to direct, develop, and distribute information within a school district (e.g. to central office level staff and school building administrative staff). He/she will develop standard processes for organizing and disseminating data and information (i.e. “in real-time”), as well as reports. The candidate will maintain a collection of information artifacts to support the information access needs of the organization. The candidate will be responsible for testing data to make sure that the data is accurate.

The successful candidate will work closely with the Director of Assessment and Accountability to ensure the flow of data and information to both senior staff of the EAAM, as well as, building level administrator and support staff. The candidate should have working knowledge of integrated systems; Tyler Pulse, Power School, eProcurement, PeopleSoft, word processing, presentation, spreadsheet, database, and other integrated applications. He/she must have a working knowledge of the District’s student data system, or have similar work experience with data management systems. Familiarity in working in the areas of: enrollment, attendance, scheduling, grade reporting processes, transcripts, student records management, and pupil accounting is required.

#### **Duties and Responsibilities**

Under the direction of the Director of Assessment and Accountability the essential functions include the ability to:

## Essential Functions:

- Design, analyzes and develops the formalisms, algorithms, and software for complex applications in personalized cancer therapy.
- Identify strategies to compile, retrieve, integrate, transform, and display complex material, social, and financial, and scientific information.
- Develop tools, interfaces and portals and integrates various educational systems.
- Create web-based system for delivering complex integrated student, staff, financial and scientific data sets and results
- Manage (day-to-day) Ezekiel informatics and reporting design and analytics, inclusive of dashboard reports for internal and external stakeholders on a global level.
- Ensure compliance with applicable data privacy and data integrity/audit requirements.
- Operate and maintain personal computer to access email, electronic calendars, shared files, external storage units, and other basic office equipment.
- Have a working knowledge of the Microsoft Office Suite (i.e. Word, Excel, PowerPoint, and Access); use of Publisher is preferred.
- Work with difficult personalities, while ensuring the delivery of quality Customer Service
- Fulfill other duties and responsibilities as assigned by the Executive Director, Pupil Population Management/Student Information System/Attendance & Student Code of Conduct.

**FILING DEADLINE:** Posted until filled  
**SALARY:** Based on ½ time graduate appointment schedule at Wayne State University  
**LENGTH OF WORK YEAR:** Twelve (12) Months  
**EFFECTIVE DATE:** Immediately

**METHOD OF APPLICATION:** **All interested candidates should submit a letter of application and current resume to:**

Dr. H. MiUndrae Prince  
Assistant Chancellor, Human Capital, Equity and Accountability  
Education Achievement Authority of Michigan  
300 River Place, Suite 3600  
Detroit, Michigan 48227

By E-mail to [mprince@eaaofmichigan.org](mailto:mprince@eaaofmichigan.org)

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