



Support Specialist, Student Services

We are seeking an individual to advance our organization working in our Valley View and Elyria offices. Interested individuals must possess the following capabilities:

- energetic self-starter able to work with minimum supervision
- thorough with careful attention to details and effective customer-service
- demonstrated ability to conceptualize, evaluate, prioritize and solve complex student information system problems independently
- ability to develop training materials and supplemental documentation
- demonstrated ability to establish working relationships with co-workers and function as part of a cohesive team
- embody high ethical standards and integrity accepting responsibility for decisions and conduct
- able to work in an interruption intense environment
- able to interact comfortably and confidently with the public

The successful candidate for this position will be part of a team responsible for training and support of our student software packages. Our clients are public, non-public, and community school employees. **Experience with the Infinite Campus student information system and State of Ohio EMIS reporting is required.**

Qualified candidates may submit resumes by email to jobs@ohconnect.org with Student Support Position referenced in the subject.