



## Job Posting

### Data Cleanup Specialist (Remote – Contract 1099)

**Date Posted**                      **02/07/2024**

- Contract Labor (Remote). Although working hours are flexible, periodic online meetings are required.
- Applicants must be at least 18 years of age.
- Applicants must have permanent residence within the state of Texas
- Contract positions are not eligible for overtime pay
- Upon hire, applicants must sign a confidentiality agreement since this position will be accessing personal identifying information (PIP).

All Cisco College contract personnel are required to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, it is essential to cooperate and work harmoniously with College personnel and the public.

**A full job description is listed separately.** This is a contract labor (1099) position that will not lead into full employment with Cisco College

A **complete** resume package includes cover letter, resume, and unofficial copies of transcripts. *Please ensure all required documents are included with your submission, as incomplete packages are returned unprocessed.*

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# Data Cleanup Specialist

**Job Title:** Data Cleanup Specialist

**Position Type:**

- Contract Labor (Remote). Although working hours are flexible, periodic online meetings are required.
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**College Overview:**

- Cisco College is a dynamic and innovative community college that is undergoing a significant transformation by implementing a new Enterprise Resource Planning (ERP) system. As part of this transition, we are seeking a skilled and detail-oriented Data Cleanup Specialist to join our team on a temporary basis. This remote position offers an exciting opportunity to contribute to the success of our ERP implementation project.

**Responsibilities:**

**Data Cleansing and Validation:**

- Review and cleanse existing data sets to ensure accuracy, consistency, and completeness.
- Identify and rectify any errors, discrepancies, or duplications within the data.

**Data Migration Support:**

- Collaborate with cross-functional teams to assist in the smooth migration of data to the new ERP system. Work closely with IT and ERP specialists to ensure data integrity and adherence to system requirements.

**Quality Assurance:**

- Conduct thorough quality checks on cleansed data to guarantee its reliability and relevance for business processes. Implement data validation procedures to maintain high-quality standards.

**Documentation:**

- Document and report data cleanup activities, including the identification of issues, solutions applied, and overall progress. Create comprehensive documentation for future reference and auditing purposes.

**Communication:**

- Collaborate effectively with team members, managers, and other stakeholders to gather information and address data-related concerns.
- Provide regular updates on progress and promptly communicate any challenges encountered during the data cleanup process.

**Adherence to Deadlines:**

- Manage workload efficiently to meet project deadlines and milestones.
- Proactively identify potential delays and communicate them to relevant stakeholders.

**Requirements:**

- Proven experience in data cleanup and validation, preferably within the context of ERP system implementation. Strong analytical skills and attention to detail. Excellent communication skills, both written and verbal.
- Ability to work independently and remotely, demonstrating self-motivation and discipline.
- Familiarity with Jenzabar One is a plus.

**Duration and Compensation:**

This is a temporary contract position expected to last 6-24 months. Compensation will be commensurate with experience and expertise. This position will not lead to a full-time position with the college.