



DataWise, Inc.
579 W. Galena Park Place # 100
Draper, UT 84020
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Contact: Donni Morrey

JOB DESCRIPTION: DATA PROCESSING SPECIALIST

Firm seeks data processor to tabulate and report data for political campaigns, public issues and products.

JOB REQUIREMENTS:

- Must be dependable for job hours and available 15-40 hours per week
- Hours: We run day, evening and weekend shifts and offer shift options within these times:
Daytime: Mon - Fri 6am-3pm, 7am-4pm, 8am-5pm, 9am-6pm
Evening: Mon - Thu 5pm-1am
Weekend: Sat/Sun afternoon/evening shifts
- Tabulate and report data per company standard
- Be able to work independently; ability to communicate clearly with supervisors and co-workers on job issues, deadlines, questions and concerns
- Must possess strong Word Processing and Spreadsheet skills, MS Office preferred (Word, Excel, PowerPoint)
- Must possess strong writing and spelling skills
- Degree or studies in Political Science, Sociology, Statistics, Computer Science or industry experience preferred
- Preference given to applicants who can demonstrate an understanding of survey research, statistical procedures or software applications including SPSS, SAS, Uncle, Stata
- Preference given to applicants familiar with DOS directory structure/environment and application programming

OTHER SKILLS:

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to compare and match data from different hard copy and soft copy sources

Reading and Reading Comprehension Skills

Ability to read quickly and comprehend what is read. Ability to follow written instructions. Ability to summarize and classify text responses. Ability to group like terms, phrases, and determine meaning of such.

Reasoning Ability

Ability to apply principles of logical or scientific thinking to a wide range of practical problems and situations. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.). Ability to deal with a variety of abstract and concrete variables.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and to use hands and fingers on a computer keyboard.

Work Environment

While performing the duties of this job, the employee will work primarily in a small work group consisting of 3-4 co-workers. Much of the time the employee will be working at his/her individual computer work station on an individual assignment, then interacting with the group every few hours to share progress reports.

Salary DOE and education

Please email resume to: jobs@datawise.org

STATUS: Regular Part to Full-time