Telephone: 906-863-5665

MENOMINEE COUNTY ISD
Intermediate School District

Fax: 906-863-7776

1201- 41st Avenue
Menominee MI 49858
Https://mc-isd.org

JOB POSTING

POSITION: **DATA COORDINATOR**

QUALIFICATIONS: Minimum of an Associate Degree. Bachelor Degree preferred.

SKILLS REQUIRED: Ideal candidate will be proficient in multiple software data systems, strong data entry, communication skills, and detail oriented. School information software systems preferred. Must be dependable and have strict adherence to confidentiality and high ethical standards.

SALARY: $45,000-$60,000, Full-time. Commensurate with education and experience. Excellent benefit package.

POSTED: October 1, 2025

DEADLINE: October 13, 2025

TO APPLY: Fill out the application on our website:

https://www.mcisd.org/departments/humanresources/employment/