

Telephone: 906-863-5665



Fax: 906-863-7776

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/>

Notice of Non-discrimination

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665.

MCISD is an E.O.E.