

E-Rate Consultant

JOB REQUIREMENTS:

Understand or learn the E-Rate process and rules including eligibility of services and school buildings.

Meet and work with school district personnel to determine their funding needs.

File E-Rate forms to meet any E-Rate deadlines.

Communicate with vendors to ensure schools and school districts receive reimbursement.

Follow up with schools and school districts to verify that they have received reimbursement.

Provide support to schools and school district personnel with questions about E-Rate.

CANDIDATE KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

An ideal candidate will possess excellent technical, organizational, interpersonal, and oral and written communication skills. The position requires a detail-oriented person who has the ability to prioritize tasks, be flexible in adjusting work responsibilities, and proficiently compile and analyze technical and statistical data. The candidate must be able to work with a wide variety of clients who have diverse skills, experiences, and knowledge bases regarding E-Rate, instructional technology, and school networking infrastructure.

A general understanding of school networking and distance learning technologies and skills in using current computer-based technologies including word processing programs, spreadsheet applications, and desktop publishing software are a plus.

The occasional need to serve constituents at their locations requires a valid driver's license.

Other relevant skills include:

- Producing accurate work within time constraints.
- Establishing and maintaining effective working relations with clients and other agency employees.
- Sustaining a complex program to keep the multiple aspects of E-Rate within deadlines.
- Prioritizing, problem-solving, and multi-tasking skills.
- Communicating ideas and concepts effectively in person, over the phone, and via email.
- Following instructions to accurately complete government forms.