



May 28, 2025

## **POSITION OPENING: Data Compliance Analyst**

### **IN THIS ROLE:**

Are you detail-driven, tech savvy, and passionate about supporting student success behind the scenes?

We're looking for a proactive professional to manage district pupil accounting and state reporting related to students. Provide administrative support for enrollment, scheduling, data imports/exports, and reporting across all instructional and administrative applications within the assigned Oakland County district. Maintain effective communication with internal and external stakeholders while overseeing the setup, operation, and maintenance of the district's student management system.

### **WHAT WE NEED:**

- Provides guidance and support for local district staff in data entry in the student management system as it relates to pupil accounting and state reporting.
- Responsible for all Michigan Student Data System (MSDS) submissions.
- Coordinates and submits student data as required by governing agencies. Serve as primary contact at assigned Oakland County district with Oakland Schools for all pupil accounting functions.
- Develops and maintains expertise in the student management system used to enroll, schedule, and report students in district programs.
- Maintains organized records for all State and Federal requirements as necessary for reporting and audit.
- Creates and maintains data imports and exports as needed.
- Responds to a wide variety of data and information requests; creates customized queries and reports, as needed.
- Prepares correspondence, reports, forms, and other documents which may be confidential in nature.
- Maintains communication with internal and external stakeholders.
- Performs other duties, as assigned.

### **WHAT YOU NEED:**

- Bachelor's degree in a related field and a minimum of two years of related experience; or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Experience supporting users on a Student Information System, ERP system, or other large software applications.

## **SALARY DETAILS:**

\$64,140 - \$74,382 salary based on relevant prior work experience, with the potential to earn up to \$80,103 after employment with Oakland Schools.

Exempt position / 12-month work year.

## **WHY WORK FOR OS?**

Aside from working with talented experts on important initiatives, when you join Oakland Schools, you'll also get these great benefits:



### **Pension Plan**

OS offers the opportunity to enroll in a pension plan to help support your financial stability.



### **Professional Learning**

OS provides various professional learning opportunities to advance your skill sets with education development.



### **Full Health Coverage**

High quality, low-cost health insurance plans. Employer paid dental, vision, life insurance, short and long-term disability, and well-being benefits



### **Flexible Vacation Time**

Experience built-in vacation, including time off for winter and spring break and generous leave time, so you can have a healthy work-life balance.



### **Wellbeing Program**

OS utilizes a holistic approach to provide resources that support the wellbeing of our employees.



### **Other Perks**

You're eligible for preferred pricing on pet insurance, legal coverage for most of your legal needs, additional life insurance and access to the Student Loan Repayment Program (PSLF) for loan forgiveness in public service.

## **Public Service Loan Forgiveness (PSLF) Program**

Working with Oakland Schools isn't just meaningful - it's financially rewarding!

Oakland Schools qualifies as an eligible employer for the Public Service Loan Forgiveness Program. The PSLF Program forgives the remaining balance of your Direct Loans based on the following requirements of eligibility:

- after the individual has made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and
- while working full-time for an eligible employer (for a weekly average, alone or when combined, equal to at least 30 hours)

For additional information, please visit

[studentaid.gov/manage-loans/forgiveness-cancellation/publicservice](https://studentaid.gov/manage-loans/forgiveness-cancellation/publicservice)

## WHO WE ARE:

Oakland Schools (OS) is an Intermediate School District (ISD) focused on providing educational and technology services to local school districts in a cost-effective manner to provide students with a superior education. We also operate our Oakland Schools Technical Campuses (OSTC) and Virtual Learning Academy Consortium (VLAC). You will help students have the best learning experience possible through your work at OS! To learn more about us, visit <https://www.oakland.k12.mi.us/about>.

## HOW TO APPLY:

To apply, please use the [Oakland Human Resource Consortium \(OHRC\) website](#). You will need to make an account on the OHRC website to apply. To access this application click the position title below:

[Data Compliance Analyst](#) - Application

Oakland Schools is a member of the OHRC. Once you create your account, you will be able to apply for positions within our district as well as positions available through other member districts. All applications must be completed on the OHRC website. Please do not email or fax application materials to Oakland Schools.

**POSITION DEADLINE:** Applications will be accepted until June 11, 2025.

**NOTE:** Interested candidates must be available to interview **mid to late June or early July**.

For questions regarding this position, please contact [recruiting@oakland.k12.mi.us](mailto:recruiting@oakland.k12.mi.us)

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at (248) 209-2429 or [HR@oakland.k12.mi.us](mailto:HR@oakland.k12.mi.us). Students and others should contact the Civil Rights/Title IX Coordinator at (248) 209-2590 or [Jacqueline.Zablocki@oakland.k12.mi.us](mailto:Jacqueline.Zablocki@oakland.k12.mi.us).

This job posting is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.