



Learningtech.org

The Miller Institute for Learning with Technology

Opening for E-Rate Specialist

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Learningtech.org [The Miller Institute for Learning with Technology], a San Carlos-based 501(c)(3) nonprofit corporation, has openings for one or more individual contributors with extensive knowledge of and prior experience with the Schools and Libraries E-Rate program (<http://www.usac.org/sl/default.aspx>). Assignments would be nearly full-time (30+ hours per week) and might require some overtime during the December – March filing window. Suitable applicants seeking part-time employment will also be considered, including job-shares.

Duties

- Primary or alternate liaison with client schools (or libraries), ascertaining application needs for Y17 (2014-2015) and future funding years; guiding clients through all steps
- Ensuring that technology plan is in place, if required, and that it supports the services to be sought; developing and/or editing technology plan when within our scope of work
- Assisting with proposal preparation in response to E-Rate and Technology Plan RFPs
- Ensuring that technology and telecommunications solutions are sound and cost-effective
- Following up on clients' funding requests from previous funding years to ensure that awarded services are implemented in a timely manner, discounts are realized and significant unused funds are returned to the program
- Filing of all necessary and appropriate online FCC forms with supporting documentation based on client interaction and approval
- Managing compliant competitive bidding processes for clients
- Interacting with USAC/SLD on behalf of clients and their service providers
- Following up with clients, vendors and USAC to ensure that funding is optimally used
- Ensuring strict compliance with USAC rules plus applicable Federal, state and local regulations
- Strictly complying with internal policies/procedures for QA checklists, file and folder naming conventions, document filing and retention, timely response to communications, and accounting procedures
- Related tasks such as presentations, occasional travel for training, onsite surveys, audits
- Other duties as needed

Qualifications

- Indisputable integrity
- No entangling alliances with any potential bidders or vendors
- High intelligence (eagerness to learn new skills, resourcefulness in problem-solving, tenacity, willingness to admit ignorance and ask questions when appropriate)
- B.S., B.A. or equivalent with high G.P.A. mandatory. M.S./M.A. (especially in an information technology or engineering field) or M.B.A. preferred.
- Excellent written and spoken English grammar and pronunciation
- Fluency in a second language, especially Spanish, helpful but not required

- Driver's license, viable transportation, proof of insurance and U.S. right to work
- Ability to work independently and function in both formal and informal settings
- Ability to work cooperatively on a team, both in person and via telepresence tech
- Schedule flexibility and dedication in the face of hard deadlines
- Efficient, resourceful, reliable, self-motivated, persistent and highly organized
- Courteous, poised, articulate, presentable and customer service oriented
- Able and willing to function effectively under deadline stress with low absenteeism
- Technology Power User (or IT Professional)
 - Microsoft Office (Word, Excel, PowerPoint)
 - Email, web, Acrobat, etc.
 - Resourceful in learning new tools, searching the web, etc.
 - Operating system agnostic (Mac, Windows, Linux)
 - Mobile professional: smart phone/tablet, Dropbox/Google Drive Syncing
- Department of Justice and/or FBI background check at company expense will be required
- Residence near one of the following locations helpful but not required:
 - San Francisco Bay Area, mid-peninsula
 - Los Angeles, CA
 - San Diego, CA
 - Tucson, AZ
- Willingness to travel occasionally
- Prior experience with E-Rate program as Applicant, Service Provider or Consultant
 - Experience with Selective Reviews, Audits and Appeals a significant plus
- Passion to make the world a better place by bringing modern educational technology to underserved schools and children

Compensation

- Compensation will take into consideration education, other credentials, work experience, recent employment/compensation history and nonprofit nature of Learningtech.org
- Daily posting of hours to our timesheet system is required for payroll, whether offered as an hourly or salaried position.
- Payroll is issued on alternate Fridays for work done through the previous payday
- Essential software and cellular service provided

How to Apply

- Please visit our website at www.learningtech.org to learn more about our company
- Please email resume to hire@learningtech.org (with phone number, best time to call)
- Please also include:
 - Recent compensation history
 - Writing sample
 - Email addresses and telephone numbers for 3 strong professional references
 - Example of an E-Rate form you have filed or helped to prepare
 - Example of an E-Rate problem you have investigated or helped to solve
- Recruiter contacts are NOT welcome! We do **not** pay “Finders Fees” or commissions!
- You will promptly receive acknowledgment that your resume has been received
- You will be contacted for an interview if there is mutual interest. ***Please do not call!***