



Job Title: Data and Solutions Specialist

Location: Remote (In-person for required company events)

Reports To: Operations Solutions Leader

Position Status: Full-time Exempt

Responsibilities

- Collects and performs basic analysis of information related to testing, scores, business functions, and customer service metrics.
- Develops reports and fulfills RFIs.
- Works within the CRM to develop automation and recommend solutions for improved efficiency and accuracy.
- Supports the Score Release Process through data preparation and verification.
- Assists with developing processes and recommending related policies.
- Assists in the documentation and training for the rollout of processes, automation, and platform improvements within the Operations team.
- Other duties as assigned, including direct customer support on test days.

Requirements

- Meticulous attention to detail
- Proficiency with basic data analysis and advanced spreadsheet tools
- Database querying skills are preferred
- Ability to identify problems and propose solutions
- Excellent communication skills, both written and oral
- Ability to work in a fast-paced environment and adapt to changing priorities
- Aptitude for and familiarity with technology, including project management tools and CRMs (Hubspot).
- Experience with or affinity for classical education, great books, or assessments.
- Demonstrates CLT's Core Values: Anchored, Humane, and Passionate.
- Bachelor's degree or equivalent.