**Project Leader – Scanning Department Manager**

**Description**

Strategic Measurement and Evaluation Inc. (SME) is a full-service educational assessment company with headquarters in Lafayette, IN. SME regularly provides assessment development, printing, distribution, scanning, scoring and/or reporting services to clients across the United States.

SME is currently seeking an energetic and detail-oriented individual to take over the management of our digital scanning center. SME’s scanning center is responsible for digitally scanning over one million pages per year, managing the resulting data files, and maintaining strict chain-of-custody procedures to allow SME to account for every document provided for scanning.

The right person will enjoy the challenge of a fast-paced environment, work well in a team environment, and have the ability to adapt project plans to meet unexpected challenges. An attention to detail and the ability to communicate effectively with coworkers and clients are also desired traits.

**Previous experience in education or the assessment industry is not necessary. Neither is previous experience with using scanning software or hardware**. We will train the right individual to become a project manager by providing hands-on experience across a well-defined range of project tasks. If you are looking for something different, enjoy learning a new set of skills, and prefer hands-on training, this is job you should check-out.

**Duties and Responsibilities**

* Coordinate project schedules with SME Project Managers,
* Train and monitor scanning staff,
* Monitor workflow through high-speed digital scanners,
* Set up documents using scanning software,
* Manage the movement of data files within the scanning system,
* Track and inventory all documents processed through the scanning department,

**Qualifications**

The preferred candidate should have a four-year degree and a demonstrated history of reliable job attendance and performance. Individuals with two-year degrees and proven job skills will also be considered. Candidates should be computer literate and have a strong command of Microsoft Excel and Word. Experience managing databases is a plus, as is the ability to lead and motivate a team of approximately 20 part-time staff members.

**How to Apply**

If you are looking for a fulfilling career with the opportunity for growth and advancement, apply **now** by sending a cover letter along with your resume to: HR@smeasurement.com. Please include the position title code “SDM” in the subject line. If you think you’re the right person for the job, tell us why. We look forward to hearing from you!