



**LAKESHORE REGIONAL ENTITY • 5000 HAKES DRIVE, NORTON SHORES, MI 49441 • (231) 769-2050**

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**Lakeshore Regional Entity (LRE)** - Lakeshore Regional Entity is a Pre-Paid Inpatient Health Program (PIHP) consisting of 5 Community Mental Health Services Programs representing 7 counties in Western Michigan.

The LRE is currently seeking an **Associate Data Submissions Coordinator (Part-time)**, which is an information technology position reporting to the Chief Information Officer (CIO) which carries out the strategic initiatives of the organization through the monitoring and submission of inbound and outbound data flows supporting all areas of the Lakeshore region including state and federal data reporting requirements, data analytics data sources, and data flows supporting the business needs of both internal and external partners as required.

Bachelor's degree in Computer Science, Information Systems, Engineering, Statistics, or related field, or any combination of certifications, experience and education to meet the essential functions of the position (or currently actively pursuing a bachelors, or higher, degree) is required. One or more years of experience in information technology/information systems projects through either employment or education experiences (or combination of both) is required. Experience using Microsoft SQL Server query language or willingness to learn through on-the-job training and/or computer-based training classes and knowledge of and experience with common computer-based business office productivity applications (word processing, spreadsheet, presentation software and web browsers) is required. Flexibility to occasionally meet critical obligations outside of normal business hours is required.

Bachelor's degree in Computer Science, Information Systems, Engineering, Statistics, or related field is preferred. Experience using Microsoft SQL Server query language to view and gather data from a SQL database, experience presenting/visualizing data in graphs or charts to help show/explain a trend or issue, and experience with computer application systems design and implementation is preferred. Experience working in a Community Mental Health Services Program or Prepaid Inpatient Health Plan (PIHP) and knowledge of Michigan's Mental Health Code and Public Health Code governing substance abuse services is preferred. This is a hybrid position.

Part-time hours will be 15-24 per week. On-site work at a minimum of one day a week may be required at the discretion of the LRE. Compensation commensurate with education and experience. Please submit salary expectations along with resume no later than February 5, 2024, to [HumanResources@lsre.org](mailto:HumanResources@lsre.org).

Lakeshore Regional Entity offers an attractive benefit package including health, dental, vision, and retirement plan (benefits available are typically based on FTE). We are an EEO Employer and committed to attracting a diverse and talented workforce to meet the needs of our diverse community.

A full position description can be found at <https://www.lsre.org/careers>.