



## Full Job Description

<b>Job Title</b>	<b>Program Support (Temporary)</b>
<b>Job Description</b>	<p><u>Specific Requirements:</u> Provides support for an Application Data Migration. This position requires experience with computers and a working knowledge of Microsoft Applications. This individual will be required to navigate existing web applications and identify documents for migration to the new application. This individual will also be required to prepare documents that will be migrated to the new application. The applicant should be familiar with working on web-based applications where there is a requirement to upload/download data through the web browser. Familiarity with HTML, text formatting, and graphic manipulation is a plus. The applicant must be self-motivated and be able to work with the Customer in a professional manner.</p> <p><u>General Requirements:</u> Provides direct charge support personnel to program consistent with the accounting disclosure statement. These activities include functions such as administration, and other staff support. This labor category will also ensure compliance with government and Company security regulations and requirements. Develops program plans and objectives and gathers data for management review and then tracking performance to plan. Develops, coordinates and assesses meeting review/architecture, meetings and leadership briefings.</p>
<b>Work Location</b>	TBD
<b>Clearance</b>	TS/SCI with CI Poly
<b>Specialized Experience</b>	2 Years