



PROGRAM ANALYST/COORDINATOR
MIDLEVEL
Alexandria, VA

Transformation Systems, Inc.

TSI is a successful DoD contractor with proven history of providing executive solutions to the Federal government. We seek qualified Professionals to serve our DoD clients in the Alexandria, VA area. Ideal candidates have experience providing integrated Program Analyst and Administrative services to the DoD.

Essential Job Functions:

- Assist the TSI Program Manager with all aspects of office operations, including executing local on-boarding processes. Manage a Plan of Action and Milestones (POAM) with a complex master calendar and coordinate scheduling of meetings, teleconferences, and facilities. Perform coordination, research and analysis activities that facilitate team formation, planning, preparation, execution, and follow-up tasks to efficiently and effectively deliver project outcomes and products.
- Provide Analytical support (gather data from various sources; draft documents; data entry, cleaning, analysis, and synthesis; database and model development) for administrative, transactional, and information review activities that TSI consultants and government managers rely on to plan and manage workforce development initiatives and modeling & measurement activities that will impact ~60,000 people.
- Assist in case study development and documentation, including document research and analysis, interviews, writing of case studies. Manage participant surveys using on-line tools such as SurveyMonkey. Conduct analysis of and create portrayals for data from surveys, interviews and focus groups. Effectively summarize and present information using MS Power Point, e-mail, Excel spreadsheets, etc.
- Manage the process of producing and submitting interim and draft deliverables tracked by task and schedule. Manage monthly report process and CDRLs/documents/deliverables. Assist the TSI PM to prepare internal quality assessments and risk reviews for quarterly program review meetings with the government PM, the COR and KO.
- Schedule and coordinate meetings and events: site and material preparation; gathering and organizing event owner input regarding meeting objectives, participants, location and date/time to produce a draft agenda; coordinating facility arrangements, ensuring availability and operation of appropriate information technology, electronic data, and any special meeting requirements; ensuring action items and decisions during meetings are captured correctly and promptly reported to meeting participants after the event; and assisting leaders with monitoring and tracking action item execution and reporting utilizing action trackers, POAM formats, and other tools. Review draft documents, correspondence, handbooks, pamphlets, briefings, etc. to identify and correct administrative and grammatical errors and ensure proper formatting.

Job Requirements:

- Demonstrated skills in using MSOffice Professional Plus 2010.
- Bachelor's Degree.
- Minimum of three years (prefer 5-10) total experience with one year directly relevant to the tasks and duties above.
- Work both on the client's site and the contractor's site, with the majority of time at the contractor's site.
- Successful candidates will be familiar with USN/USMC customs, language and operating procedures and demonstrate maturity to act upon expectations and anticipate customer and manager needs before they are requested.

TSI offers an industry leading benefits program including health, disability, life, and company match 401k as well as flexible work schedules and an outstanding company culture recognized by the Washington Business Journal as a Great Place to Work. For more information about opportunities WITH TSI, please visit <http://transformationsystems.com/about/work-with-us/>. Interested candidates should send a resume to jobs@transformationsystems.com.

About TSI: Founded by leadership author and executive consultant Dr. Marta C. Wilson, Transformation Systems Inc. (TSI) is a management systems engineering company that helps military and civilian leaders within the defense community achieve their extremely challenging goals in ways that are most efficient, effective and responsive. TSI provides enterprise transformation solutions, applying industrial and systems engineering principles and practices to the realm of organization design. Our team is comprised of highly motivated and insightful experts in the fields of engineering, psychology, math, science, business and evaluation. We are thought leaders with a passion to make a difference. Transformation Systems, Incorporated is an Equal Employment Opportunity employer.