Classification Specification:
Data Control Technician

Classification Number: 12365  
Pay Grade:  
Effective Date: September 27, 2013  
Current Exemption Status: Nonexempt

Position Summary
Verifies, controls and monitors data entry for use in mailing and other needs of the department and the University. Reviews data and runs reports for department.

Essential/Primary Duties
- Enters data from various sources, including email, postcards and other sources, for students, parents and others requesting information on available courses.
- Runs duplicate reports and merges records that are created from multiple sources of data.
- Reviews all new data collected by data entry or from mass uploads daily, prior to upload of the data into various systems.
- Creates daily reports for department head.
- Reviews and approves time reported for student employees.
- Reviews comments from phone staff, making record corrections and updates as needed.
- Prints and mails documents. Creates department lists as needed.

Experience and Education

Experience
- Six months related experience required

Education
- High school diploma or GED required

Physical Requirements
Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions
Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.
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Essential Competencies

— Knowledge of basic mathematical skills
— Knowledge of basic reading skills
— Ability to carry out verbal and/or written instructions
— Ability to effectively communicate, verbally and written
— Detailed-oriented and highly accurate
— Ability to work effectively in a team environment
— Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
— Ability to coordinate or lead others in accomplishing work activities
— Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
— Ability to operate computers and peripheral equipment such as printers

Supervisory Responsibility

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Providing Direction

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Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.