Classification Specification:
Data Systems Coordinator

Classification Number: 64151
Effective Date: April 4, 2014
Pay Grade: 
Current Exemption Status: Nonexempt

Position Summary
Maintains procedures and oversees data to ensure accuracy. Responsible for data entry and data changes.

Essential/Primary Duties

– Maintains office procedure updates, performs changes to data maintenance and data entry.
– Analyzes, edits and prepares raw data for upload from outside sources.
– Adds, edits and maintains data in various systems.
– Maintains and edits various standardized letters and communications. Oversees mailings.
– Maintains and edits security of users and provides user support on various systems.
– Provides input on various computer application procedures.
– Orders stationary and envelopes, recruitment guides and office supplies. Distributes mail.
– Acts as office contact or back up for various campus operations.
– Approves student time reported.

Experience and Education

Experience
– Three 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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Data Systems Coordinator

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 in changing environment
— 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 access and maintain document imaging systems, including scanning and filing documents
— Ability to operate computers and peripheral equipment such as printers
— Ability to draft office correspondence

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.