

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

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

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