

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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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

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.