

# JOB DESCRIPTION



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**Position Title:** Data Specialist

**Department:** Adult Education

**Employment Category:** Classified Staff

**Primary Location:** Sierra Vista Campus

**FLSA Classification:** Non-exempt

**Parameters:** 40 hours/week; 12 months/year

**Pay Grade:** CS08

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**Position Summary:** The Data Specialist for Adult Education is responsible for performing a variety of clerical, secretarial and student intake duties in the Adult Education Department, including overseeing web-based student data system and creating data reports.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Performs exceptional customer services for students, employees, and the public who contact the department concerning course offerings or student records; maintains department calendar

Creates a variety of data reports for administrative, instructional and program improvement uses in compliance with Arizona Department of Education and institutional policies and procedures; compiles data to prepare simple statistics, prepares special or recurring reports for supervisor or work unit

Organizes and maintains recordkeeping system for work unit correspondence, documents, materials and records

Inputs all student data to include attendance into web-based tracking system; participates in student intake and orientation, facilitates student assessment schedules and administers portions of student assessment as needed; ensures accurate results and data entry of assessments

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college, cooperate and work harmoniously with students, faculty, staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Associate degree from a regionally accredited institution of higher learning recognized by the US Department of Education

Three years related experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

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## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of Arizona Department of Education policies and procedures affecting adult education  
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications  
Knowledge of the general proper operation of and the ability to use personal computers and standard office equipment  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to multi-task, organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail  
Ability to work independently while contributing to a team environment  
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes  
Ability to establish and maintain effective working relationships with supervisors, other departmental staff, students and the public  
Ability to work accurately, efficiently, and effectively with all types of data  
Ability to produce or compose formal documents, reports and records  
Ability to maintain accurate office procedures

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Director of Adult Education

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.