

JOB DESCRIPTION



Position Title: Data Specialist

Department: Center for Lifelong Learning

Employment Category: Classified Staff

Primary Location: Downtown Center

FLSA Classification: Non-exempt

Parameters: 40 hours/week; 12 months/year

Pay Grade: CS08

JOB SUMMARY: The CLL Data Specialist is responsible for providing support to the CLL staff by performing the duties of office assistant, for managing the department's database for program participants, and for providing excellent customer service in a helpful and cheerful manner.

ESSENTIAL FUNCTIONS: 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:

Provides exceptional customer services to students, employees, and the public by serving as department receptionist, responds to calls and routes as appropriate, greets visitors and directs as required

Provides clerical and organizational support to department staff through maintenance and tracking of information in the department's database, performs data entry and verification, processes mail and correspondence, compiles periodic reports, maintains a calendar of department activities, performs routing, copying and filing, maintains office supplies inventory

Assists with enrollment and registration, collects payments/fees, prepares materials for upcoming classes, and keeps accurate, up to date class files

Assists with special projects; researches, gathers, compiles information, registers, take payments, and prepares routine reports as necessary

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 and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

MINIMUM REQUIRED QUALIFICATIONS:

Associate's degree from an accredited institution of higher learning recognized by the US Department of Education

Three years related experience

JOB DESCRIPTION



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

Knowledge of and ability to follow college policies and procedures
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications
Knowledge of the proper operation of and the ability to use personal computers and standard office equipment
Skill in basic math and basic bookkeeping practices and procedures
Skill in designing and maintaining filing/records systems
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 and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
Ability to work independently while contributing to 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 department staff, students and the public
Ability to work accurately, efficiently, and effectively with a variety of data
Ability to work under pressure with frequent interruptions

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

REPORTABILITY: Director of Center for Lifelong Learning

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.