

Sul Ross State University

Position Description

Official Title: Data Tracking Specialist – Upward Bound **Salary Group:** Classified (10) **Job Code:** 3231

Summary

Function:

Scope: Performs varied tasks relating to data collection and reporting, relieves administrator of units of work; and provides skilled secretarial assistance.

Duties

Essential: Responsible for students' data entry in UB system; Maintain accurate, up-to-date student records and databases, student academic records; Maintain accurate office records, including budget records, purchase orders, statistical info, etc. Keep monthly electronic & paper copies of info; Process correspondence, reports, proposals, and other project documents as needed; Compile data for reports and evaluation; Assist in preparing reports for the institution, target schools, communities, and U.S. Dept. of Ed to inform them about the progress of the project; Maintain department website and online calendar; Maintain a pleasant, professional, and welcoming demeanor and an office atmosphere conducive to meeting the needs of underrepresented students; Front line personnel for public; Will collect and manage student data for specific student populations such as first-generation, under-prepared, minority, and low-income; Performs tasks using database computer skills; word processing and spreadsheets; keeps various administrative, fiscal, and/or academic records; handles and maintains confidential information; verifies documents for completeness and accuracy; Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the particular department and other duties as assigned.

Supervision

Received: Program Director

Given: May supervise students and other classified employees.

Education

Required: High school graduation with business courses or equivalent

Preferred: Postsecondary education degree

Experience

Required: Experience with data tracking collection/tracking; experience with first year programs; Demonstrated ability to maintain a database and consolidate data into statistical reports; At least two years' secretarial experience and office management skills; Ability to communicate effectively and to relate well to participants; Freedom from racial/ethnic/sexual orientation biases required.

Preferred: Experience working with first-generation, low income, and minority students; Background similar to that of participants.

Equipment/Skills

Required: Computer skills

Preferred: Bilingual in Spanish and English.

Working Conditions

Usual: Office conditions; standard hours. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: Feb, 2013