

# **Sul Ross State University**

## **Position Description**

**Official Title:** Data Tracking Specialist HSI-STEMAP **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: Performs data tracking and collection utilizing a specialized computer program; Will collect and manage student data; 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; composes correspondence; compiles complex reports which may include research, calculation and composition; requisitions materials; serves as receptionist, provides individuals and general public with information on policies and procedures; makes arrangements for travel, meetings and special programs, operates computer; may handle money; Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

### **Supervision**

Received: Program Manager

Given: None

### **Education**

Required: High school diploma/GED

Preferred: Bachelor's degree

### **Experience**

Required: Organizational skills; Communication proficiency (written and oral); Self-motivated personality  
Experience with data tracking collection/tracking and early intervention; experience with first year programs

Preferred: Experience working with freshmen, first-generation, under-prepared, and minority college students.

### **Equipment/Skills**

Required: Demonstrated computer expertise

Preferred: Banner preferred

### **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: October, 2011