

## Sul Ross State University Position Description

**Official Title:** Grant Data Tracking Specialist, Title V Post Bacc Grant  
**Job Code:** 3231

**Salary Group:** Classified (10)

### Summary

Function: Support data development, tracking and reporting of the Title V funded *Puertas Abiertas* project

Scope: Performs varied tasks relating to data collection and reporting, relieves administrator of units of work; and provides skilled assistance to support achievement of project goals and objectives.

### Duties

Essential: Performs Title V, *Puertas Abiertas* Project data tracking, documentation, and reporting as required by the Dept. of Education. Collects and manages student data for specific graduate student populations such as first-generation, under-prepared, minority, and/or low-income. Tracks enrollment, retention, and graduation outcomes. Performs tasks using 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 supplies, equipment and instrumentation; serves as receptionist, provides individuals and general public with information on policies and procedures; makes arrangements for travel, meetings and special programs. Assists Graduate Center Developer in providing oversight of the Graduate Student Center, including check-out of equipment, supervision of the lab, and minor computer tech support as needed. Assists Instructional Designer with technical course-building duties as required. Creates and disseminates grant information using social media, blogs, and newsletters. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

### Supervision

Received: Project Director, Graduate Student Developer

Given: None required; may supervise student workers, if applicable.

### Education

Required: High school graduation with business courses or equivalent

Preferred: Bachelor's Degree

### Experience

Required: Experience with data tracking collection/tracking, customer service, and communication skills

Preferred: Experience working with first-generation, under-prepared, and minority college students. Demonstrated experience working with technology in a multi-media related environment.

### Equipment/Skills

Required: Computer skills, excellent verbal and written communication skills

Preferred: Microsoft Excel, BANNER, Word, Outlook

### Working Conditions

Usual: Office conditions; standard hours. Occasional evening or Saturday hours may be required. 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.