

TITLE: <u>Data Entry Coordinator</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA455</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>7</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Oversee and monitor data entry of information pertaining to department function to ensure accuracy and integrity of files. Utilize mastery of data entry skills in order to influence and instruct others on the performance of job functions.

ESSENTIAL JOB FUNCTIONS

- Provide functional supervision to a large number (7-10) of lower level clerical and part-time support personnel. Assign, monitor and review work activities. Train in appropriate methods and procedures.
- Monitor system output to ensure integrity of information. Proofread and verify data entered. Ensure accuracy of all information entered and presentation format.
- Respond to external inquiries on receipt and status of material. Provide information to other units as well as students pertaining to additional information needed, changes to the file and/or file status and related problems. Make suggestions on areas to be improved for more efficient processing of information.
- Assist in the development and implementation of system enhancements and maintenance. Troubleshoot problem area; provide to management information on how to improve system productivity; train staff on new methods and procedures. Assist management in planning future system development.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level provides specialized data entry skills and understanding in order to oversee and monitor the accurate entering of data. This level necessitates the mastery of job-related duties. Incumbents must search for solutions or new applications within an area of learned skills and are allowed to set their own priorities, subject to supervisory approval and review. Incumbents must exercise keen attention to detail and persuasive human relations skills with University personnel as well students. This classification can be found throughout the University and reports to and receives work direction from professional and/or management level positions.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Ability to communicate effectively with others.
- Ability to type and perform data entry with speed and accuracy.
- Considerable knowledge of University policies and procedures.
- Extensive knowledge of and ability to use computer equipment for data entry.
- Prior supervisory experience preferred.
- Typically, incumbents have held lower level Data Entry positions.