

Sul Ross State University Position Description

Official Title: Title V Data Tracking Specialist

Salary Group: Classified (10)

Job Code: 3231

Summary

Function: Support data development, tracking and reporting of the Title V funded *Adelante Tejas* 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, *Adelante Tejas* Project data tracking and collection utilizing a specialized computer program such as Advisortrac. Will collect and manage student data for specific student populations such as STEM-enrolled, first-generation, under-prepared, minority, ESL, and/or low-income and track enrollment, retention and graduation outcomes. 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 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, operates computer; may handle money. 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

Given: None

Education

Required: High school graduation with business courses or equivalent

Preferred: College or business school courses

Experience

Required: Experience with data tracking collection/tracking and early intervention;

Preferred: Experience working with freshmen, first-generation, under-prepared, and minority college students. Demonstrated experience working in Science, Technology, Engineering and/or Math related enterprise.

Equipment/Skills

Required: Computer skills

Preferred: Microsoft Excel, BANNER, Word, Outlook,

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: 11/29/2011