

Sul Ross State University
Position Description

Official Title: Data Tracking Specialist - HITAP **Salary Group:** Classified (10)

Job Code: 3231

Summary

Function:

Scope:

Duties

Essential: Record keeping and data entry; Meeting and workshop logistics; Report preparation and documentation; Project communications; Coordinates ITV room scheduling system; Minutes of meetings; Assists Transfer Specialist in creating online course catalog and transfer guides. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. All other HITAP duties as assigned.

Non-Essential:

Supervision

Received: Project and Activity Director

Given: Student Workers

Education

Required: High school diploma or GED

Preferred: Bachelor's degree

Experience

Required: 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 experience; Written and oral communication skills; Organizational Skills

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: June, 2012