

Sul Ross State University
JOB DESCRIPTION

Official Title: Title V Data Tracking/Advising Technology Specialist

Salary Group: Classified 10 (31,158) Code: 3231

Summary:

Function: Performs varied tasks relating to data collection, degree audit tracking/scrubbing, advising technology and reporting, relieves administrator of units of work; and provides skilled secretarial assistance.

Duties:

Performs Title V data tracking and collection. Will collect and manage data for specific programs as well as grant budget expenditures. Performs tasks using database computer skills; word processing and spreadsheets. Assists in degree plan maintenance, and installation, scrubbing, and maintenance of Degree Works degree audit tracking system. Web Page maintenance and upkeep. Develops and implements training programs for degree works, including 4 year educational career plans. Develops and pilots the advising center in Blackboard Collaborate. Completes Purchase Requisitions. 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.

Supervision:

Received: Project Director

Given: None

Education:

Required: Bachelor's degree in related field.

Equipment/Skills

Required: Proficient in computer skills including Excel and wordprocessing. Experience with data collection/tracking.

Preferred: Experience with College students.

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.

REV: 05/2021