

Sul Ross State University
Position Description

Official Title: Records Administrator/GearUp

Salary Group: 10

Job Code: 4009

Summary

Function: Coordinate service delivery for all GEAR UP staff and provides skilled secretarial assistance and administrative duties within framework of established policies.

Scope: Independently coordinates administrative duties and responsible for all record keeping/reports for all GEAR UP data collection.

Duties

Essential: Coordinate service delivery for all GEAR UP staff; will be the primary point of contact for the GEAR UP office; provide all record keeping and report services for the program; assist the Professional Development Coordinator in the creation and maintenance of the Project ReACH website; collect record and organize data; file all student correspondence; produce custom reports monthly, quarterly, and annually for all GEAR UP staff; communicate with all staff on a regular basis to maintain mandatory GEAR UP forms and travel documents; be available as needed to assist coordinators at their schools; serve as a mentor and/or tutor to the students as required; perform other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the particular department and other duties as assigned.

Supervision

Received: General instructions and work periodically reviewed by department head.

Given: May supervise student and other part-time employees.

Education

Required: Bachelor's degree

Preferred:

Experience

Required: Two years Data specialist experience and./or training.

Preferred: Experience with Microsoft Project, EXCEL.

Equipment/Skills

Required: Strong organizational and computer data entry skills; effective oral and written communication skills and flexibility in work schedule.

Preferred:

Working Conditions

Usual: Exempt from overtime provisions. 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: September, 2008