

# **Sul Ross State University**

## **Position Description**

**Official Title:** Data Tracking Specialist – McNair Grant    **Salary Group:** Classified (10)    **Job Code:** 3231

### **Summary**

Function:

Scope: Performs varied tasks relating to data collection and reporting, relieves administrator of units of work; and provides skilled secretarial assistance.

### **Duties**

Essential: Collecting data for the project; Record keeping and data entry; Report preparation and documentation; Project communication; Provide administrative support to the Project Director; Maintain Perform varied tasks relating to data collection and reporting, relieves administrator of units of work; and provides skilled secretarial support.

Perform data tracking and collection utilizing a specialized computer program; Will collect and manage student data; Perform and maintains confidential information; verifies documents for completeness and accuracy; composes correspondence; compiles public information on policies and procedures; makes arrangements for travel, meetings, and special programs.

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:

### **Supervision**

Received: Program Director

Given: None

### **Education**

Required: High school graduation with business courses or equivalent

Preferred: Postsecondary education degree

### **Experience**

Required: Experience with data tracking collection/tracking and early intervention; experience with first year programs; Demonstrated ability to maintain a database and consolidate data into statistical reports; At least two years' secretarial experience and office management skills; Ability to communicate effectively and to relate well to participants; Freedom from racial/ethnic/sexual orientation biases required.

Preferred: Experience working with freshmen, first-generation, and under-prepared college students; Background similar to that of participants.

### **Equipment/Skills**

Required: Computer skills

Preferred: Bilingual in Spanish and English.

**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: September 2023