General Description
Supervises advanced level employees in managing all data administration activities for multiple uses and disciplines by employing the appropriate media.

Examples of Duties
- Conceptually understands, interprets, and recommends the nature of the data and its intended outcomes.
- Serves as the lead Data Administrator.
- Manages the manipulation, update, maintenance and storage of existing and new data in multiple media and forms.
- Supervises the analysis, monitoring, and revision of data entry techniques and media.
- Analyzes and prepares data administration reports with recommendations.
- Oversees the conversion of data into multiple useable formats and media.
- Manages the testing, documentation, and performance of the quality assurance on data.
- Consults with and assists staff and faculty on activities associated with data.
- Develops and tests tools which aid in the management, manipulation, the maintenance and storage, and the retrieval of routine and complex types of data.
- Trains staff, faculty, and students on data use and maintenance.
- Performs other managerial level data administration duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of data processing principles, practices, and equipment, hardware and software.
- Knowledge of large integrated systems and event driven programming.
- Ability to multi-task, train staff, supervise staff, and use independent judgment.
- Knowledge of Windows and programming languages, such as COBOL, C, C++, Visual Basic, Pearle, Java, relational databases, such as Oracle, middleware, LANs, etc.
- Effective time management, customer service, analytical, and organizational skills.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.