Georgia State University

Job Title: Data Preparation Specialist

BCAT Code: 09TX53  Effective Date: April 1, 2007
Pay Grade: G07  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Assists with the collection, preparation and maintenance of data for various reports, and works under general supervision.

Examples of Duties
- Enters data and generates reports; enters alphabetic, numeric and symbolic data into the computer.
- Assists with the preparation of files and related materials, such as proofreading, before entering the information into the computer.
- Processes changes to class schedules; logs problems into the Class Scheduling System.
- Maintains the log of computer file changes.
- Compares the entered data with the source document; deletes incorrectly entered data; re-enters the correct data.
- Maintains the appropriate records necessary for the report completion.
- Performs general office duties, such as answering telephones, filing, etc.
- Assists department members with clerical support for special projects as needed.
- Reviews and records requests for the special use of classrooms.
- Maintains the stock of office supplies.
- May provide back-up support for other secretarial or clerical positions.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of general office practices and procedures.
- Knowledge of business English spelling, punctuation and grammar.
- Knowledge of computer operations and software.
- Effective organizational skills.
- Effective time management skills.
- Proofreading skills.
- Ability to communicate effectively in writing and orally.
- Ability to operate office equipment, such as copiers, fax machines, computers, etc.
- Ability to prioritize work assignments and work under general supervision.

Minimum GSU Hiring Standards
High school diploma or GED and two years of data entry experience. Typing of 40 wpm required.

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.