Job Title: Data Administrator, Associate

BCAT Code: 09VE02  Effective Date: April 1, 2007
Pay Grade: G13  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Provides technical and entry level expertise in coordinating, manipulating, maintaining/storing, and retrieving routine types of data for various uses and disciplines.

Examples of Duties
- Collects, enters, updates, maintains, and stores existing and new data from various formats into the database.
- Ensures that the data processing follows all applicable regulations and procedures.
- Designs and provides reports as requested by end-users.
- Reviews, updates, and edits reports and data extracts.
- Analyzes and prepares data administration reports.
- Assists administrators in effectively utilizing the data from the reports.
- Assists with monitoring and revising data entry techniques.
- Assists with converting data into a variety of useable formats and media.
- Tests, documents, and performs quality assurance on data.
- Consults with and assists staff and faculty on activities associated with data.
- Serves as the administrative support as needed.
- Performs other technical and entry level data administration duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of applicable federal, state, and University policies and procedures.
- Knowledge of data processing principles and practices.
- Knowledge of large integrated systems and event driven programming.
- Knowledge of Windows and programming languages, such as COBOL, C, C++, Visual Basic, Pearle, Java, relational databases (Oracle), middleware, LANs, etc.
- Knowledge of data administration in higher education.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and written communication skills.
- Ability to multi-task and use independent judgment.

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