Job Title: Data Administrator, Intermediate

BCAT Code: 09KN01
Pay Grade: G16 FLSA Status: Exempt
Effective Date: April 1, 2007 Revision Date: July 1, 2013

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

Examples of Duties
- Updates, maintains, and stores existing and new data in various media and forms.
- Monitors and revises data entry techniques.
- Analyzes and prepares data administration reports.
- Converts 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.
- Develops and tests tools, which aid in the coordination, manipulation, maintenance/storage, and retrieval of routine types of data.
- Maintains and expands local and networked databases and reporting tools.
- Conceptually understands and interprets the nature of the data and its intended outcomes.
- Trains staff, faculty, and students on data use and maintenance.
- Works with the College Website Coordinator and others to design, develop, and maintain specialized web-based applications.
- Serves as unit representative on University data-quality committees.
- Performs other technical and professional 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, Perl, 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 two 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.