General Description
Provides advanced level expertise in managing, manipulating, maintaining/storing, and retrieving routine and complex types of data for multiple uses and disciplines.

Examples of Duties
- Serves as lead data administrator.
- Responds to data requests by identifying the correct data source, developing the logic to extract the data, and creating new data sets based on the analysis of the extracted data.
- Analyzes, monitors, and revises data entry techniques.
- Analyzes and prepares data administration reports with recommendations.
- 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 management, manipulation, maintenance/storage, and retrieval of routine and complex types of data.
- Trains users and developers in methods of identifying correct data sources for various requests, developing extraction logic, and determining best business practices in functional offices.
- Troubleshoots user issues.
- Develops and runs data quality queries.
- Consults with staff in functional areas on mechanisms used for data entry and maintenance procedures.
- Conceptually understands, interprets, and recommends the nature of the data and its intended outcomes.
- Performs other advanced 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 relational database table linking.
- Knowledge of large integrated systems and event driven programming.
- Knowledge of Windows and programming languages, such as COBOL, C, C++, Visual Basic, PEARL, 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 three 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.