

*Wright State University*  
**CLASSIFIED JOB SPECIFICATION**  
*Database Coordinator, Sr.*

**I. JOB INFORMATION**

**Job Title:** Database Coordinator, Sr. (CS 06)

**Job Class:** 11215                      **FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under administrative direction provides technical assistance to coordinate the development, utilization and maintenance of data in accordance with the needs and objectives of the university.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Administers all data entry for specialized databases. Ensures accuracy of all data being captured and stored.
- Performs the daily duties of Production Scheduler for the University; provides technical assistance to SIS users to ensure proper interpretation and dissemination of data.
- Maintains, monitors and updates the information and fields on the Student Information System screens.
- Inputs and oversees all information preparation prior to entry into the database. Assesses processes for efficiencies and data accuracy; makes recommendations on improvements.
- Works with all sourcing departments in performing assessments, identifying improvements and training in operating procedures. Ensures that support and operating software is current and working efficiently.
- Schedules technical support for installation of software updates and hardware maintenance or replacement. Works with others to make changes as needed.
- Supervises/trains assigned personnel as they perform work activities that support database operations.
- Gathers, organizes and summarizes information requested to provide information necessary for meetings, conferences e.g., using research techniques. Schedules facilities, services and equipment.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or GED and six years of (FT) related work experience OR, two years of post-secondary education and three years of (FT) related work experience OR, a bachelor's degree and two years of (FT) related work experience. Previous supervisory experience.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

**VIII. JOB SERIES**

11200

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*