

Wright State University
CLASSIFIED JOB SPECIFICATION
Database Coordinator, Sr.

I. JOB INFORMATION

Job Title: Database Coordinator, Sr. (CS 16)

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 four years (FT) of related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree in a related field and one year (FT) of related work experience. Previous supervisory experience. Excellent verbal/communication skills. Writing and editing skills. Ability to calculate basic math. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages.

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.