

Wright State University
CLASSIFIED JOB SPECIFICATION
Database Coordinator

I. JOB INFORMATION

Job Title: Database Coordinator (CS 14)

Job Class: 11216

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general supervision uses independent judgment in performing a variety of duties and tasks related to the use and maintenance of a student information system database. Prepares reports, retrieves data and maintains records.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Analyzes requests for computer information from user departments and independently determines the most efficient methods to obtain required data.
- Writes standard and non-routine programs requiring advanced technical skills to compile necessary information. Verifies completeness and accuracy of generated reports.
- Schedules and runs various reports. Works with others to make changes as needed.
- Ensures database integrity, assist in establishing and documenting standards for data entry of demographic information stored in various records.
- Works with end users on feasibility of adding to, extracting from, and maintaining data elements in the database for reporting purposes.
- Provides work direction to staff as they perform work in support of data base operations.
- Provides technical assistance to users on system capabilities and enhancements as technology changes to system occur.

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 two years (FT) of related work experience OR, two years of post-secondary education and one year of (FT) related work experience OR, a bachelor's degree in a related field. 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*

None

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.