

JOB DESCRIPTION



Position Title: Data Specialist/Department Assistant [P000422]

Department: Adult Education

Employment Category: Non-Exempt Staff

Primary Location: Sierra Vista Campus

FLSA Classification: Non-exempt

Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE05

Position Summary: The Data Specialist/Department Assistant is responsible for providing administrative support to the Director of Adult Education and department faculty and staff, assisting staff in the registration and assessment process, and for serving as the department testing coordinator and data manager and for providing excellent customer service in a helpful and cheerful manner.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Creates a variety of data reports for administrative, instructional and program improvement uses in compliance with Arizona Department of Education and institutional policies and procedures; compiles data to prepare simple statistics, prepares special or recurring reports for supervisor or work unit; coordinate with all department staff and instructors to facilitate and manage all data needs

Offers support to the Adult Education grants manager through timely reporting and data tracking relevant to each Adult Education grant.

Assists and provides guidance to department instructors and staff in the process of evaluating data in order to ensure continued data informed departmental improvement.

Serves as testing coordinator for the department; maintains coordinator certification via Arizona Department of Education; point of contact for test administration related questions and concerns; maintain inventory of testing materials

Processes instructor contracts and stipends; creates and maintains on a daily basis class schedules and room assignments

Inputs all student data to include attendance into web-based tracking system; facilitates student assessment schedules and administers portions of student assessment as needed; ensures accurate results and data entry of assessments

Provides daily operational assistance to the director; assist with coordinating academic calendar; assist in developing processes for instructional staff, students and administrative staff

Maintain technology inventory for all locations; point of contact for property control

Performs exceptional customer services for students, employees, and the public who contact the department concerning course offerings or student records; regularly attend meetings and trainings in order to stay

JOB DESCRIPTION



up-to-date on State data requirements and reports so as to provide clarification and guidance to the department staff and instructors; provides services as backup to department receptionist; prepares, receives and distributes letters, and other correspondence; logs, tracks and distributes documents processed by the division

Provides backup service as required, assisting students in the admissions and registration process; ensures students understand established policies and procedures concerning their adult education program documents.

Provides clerical and organizational support to department staff; maintains and tracks information, performs data entry and verification; ensures data integrity; processes mail, deliveries, and correspondence, compiles periodic reports, maintains calendar of department activities, performs routing, copying and filing; maintains office supplies inventory; place orders for office supplies when necessary; work closely with the finance department in order to reconcile purchases and to coordinate large purchases

Assists with coordination of annual high school equivalency recognition ceremony

Secures and maintains notary certification and serve as department notary as needed

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Associate's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education.

Three years related experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of the proper operation of and the ability to use personal computers and standard office equipment

Knowledge of communication principles and marketing techniques

Skill in designing and maintaining filing/records systems

Ability to learn and adapt to new software and other technologies

Ability to learn current and new financial aid regulations

Ability to read and interpret policies related to academic programs and student requirements for participation in various programs

Ability to effectively build rapport with the Adult Education community

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

JOB DESCRIPTION



Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

Ability to work accurately, efficiently, and effectively with a variety of data

Ability to maintain accurate office procedures

Ability to work under pressure with frequent interruptions

Ability to produce or compose formal documents, reports and records

Ability to maintain accurate office procedures

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting occasionally, walking and standing are required regularly, incumbents may be required to turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Director of Adult Education

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.