



Job Title: Senior Data Management Specialist

CLASSIFICATION DESCRIPTION

Department: Provost Office

Pay Grade: 106

FLSA Status: Non-exempt

Remote Work Eligible: No

JOB SUMMARY

This position performs advanced, complex, clerical and data processing-related duties; assists with activities pertaining to school master schedule preparation and individual scheduling of students; determines student graduation eligibility; generates transcripts; makes compensatory education placements, and creates progress reports. Work involves, but is not limited to: student/teacher data preparation; input/retrieval; production of hard copy; and information storage requiring the use of computer hardware, software and peripheral equipment. In addition to other office clerical duties that may be assigned, this position is the designated facility contact person on data processing information emanating from the school site.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Assists administrator in the coordination of the school's data processing activities; verifies that grades are imported correctly.
- Assists in establishing data collection procedures for state- and district-mandated student and instructor information.
- Provides advanced-level clerical and data processing assistance in the preparation and maintenance of student and master schedules.
- Builds part of master schedule; interfaces between systems.
- Sends requests for student records; responds to requests for transcripts and verification of student information; proofs original and duplicates copy for accuracy and readability; prepares disposition request for approval of the destruction of records on a yearly schedule; and handles on site shredding.
- Utilizes district student information system software and/or varied specialized clerical procedures to consolidate data, sort information, produce lists and generate reports such as student profiles, class load reports, student schedules, IEP's, free lunch reports, bus rosters, and daily attendance reports and various FTE reports.
- Uses contracted district system software and enters faculty/staff profiles, attendance, performance ratings, and certifications/licenses/credentials.

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- Prepares, or provides lead direction to other clerical staff in the preparation of, specialized reports such as FTE Survey Documentation, Economic Survey, which may require statistical compilation and mathematical calculations.
- May perform a wide variety of other clerical duties such as greeting visitors, maintaining records and files, answering the telephone, typing, registering / withdrawing students, distributing mail
- Keeps abreast of school board policy and state requirements for high school graduation and assists with student credit evaluation to determine graduation eligibility.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or equivalent (Associate degree preferred); four (4) years of progressive work experience providing administrative service; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- College policies and procedures applicable to job duties.
- Customer service principles;
- Clerical practices;
- Data processing;
- English language, grammar, and punctuation;
- Administrative principles and practices;
- Data review techniques;
- Evaluation of College credits process for graduation;
- Applicable mathematical concepts;
- Statistics;
- Recordkeeping; and
- Computers and related software applications.

Skills in:

- Composing routine and non-routine correspondence, memos, forms, and/or other related information;
- Proofreading and editing documents;
- Providing customer service;
- Using modern office equipment;
- Processing and reviewing data;
- Applying statistical and math calculations;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and assign work; and
- Work independently.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.