



Job Specification

Job Title: Data Administrator, Lead
BCAT Code: 424X AE
Pay Grade: G20

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Provides advanced level expertise in managing, manipulating, maintaining/storing, and retrieving routine and complex types of data for multiple uses and disciplines employing appropriate media. Conceptually understands, interprets, and recommends the nature of the data and its intended outcomes. Serves as lead data administrator

Examples of Duties

- Manipulates, updates and maintains/stores existing and new data in various media and forms.
- Analyzes, monitors, and revises data entry techniques and medium.
- Analyzes and prepares data administration reports with recommendations.
- Converts data into a variety of useable formats and medium.
- Tests, documents, and performs quality assurance on data.
- Consults with and assists staff and faculty on activities associated with data.
- Develops and tests tools, which aid in the management, manipulation, maintenance/storage, and retrieval of routine and complex types of data.
- Trains staff, faculty, and students on data use and maintenance.
- Performs other advanced level data administration duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of data processing principles, practices, and equipment (hardware & software).
- Knowledge of large integrated systems and event driven programming.
- Ability to multi-task, train staff, and use independent judgment.
- Knowledge of Windows and programming languages (COBOL, C, C++, Visual Basic, Pearle, Java, relational databases (Oracle), middleware, LANs, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and three years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.