



Job Specification

Job Title: Data Collection Coordinator
BCAT Code: 510X BR
Pay Grade: G11

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

General Description

Collects, maintains, analyzes and distributes data used to produce Regents, university and departmental reports.

Examples of Duties

- Assumes responsibility for collecting, editing, processing and distributing data.
- Develops and maintains computer databases.
- Coordinates the collection of data for research projects.
- Collects, edits, processes and analyzes data for reports and decision-making purposes.
- Recommends and implements operating methods used to improve data collection and management.
- Develops surveys and other instruments used for data collection.
- Writes summary reports of data collected.
- Supervises student assistants and others collecting data.
- Trains others in the proper use of database systems.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of computerized data information systems.
- Knowledge of data collection techniques.
- Knowledge of database and computer systems.
- Knowledge of computer equipment and software.
- Effective oral and written communication skills.
- Ability to direct the work of others.
- Ability to analyze and interpret data.

Minimum GSU Hiring Standards

Bachelor's degree and two years data collection/research analysis 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.