



**Job Specification**

**Job Title: Data Preparation Specialist**  
**BCAT Code: 510X BZ**  
**Pay Grade: G07**

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

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**General Description**

Assists with the collection, preparation and maintenance of data for various reports. Work is performed under general supervision.

**Examples of Duties**

- Enters data and generates reports; enters alphabetic, numeric and symbolic data into computer.
- Assists with preparation (proofreading and related tasks) files and related materials before entering into computer
- Processes changes to class schedules; logs problems with the Class Scheduling System.
- Maintains log of changes to various computer files.
- Compares data entered with source document; deletes incorrectly entered data, and re-enters correct data.
- Maintains appropriate records necessary for completion of reports.
- Performs general office duties such as answering phones, filing, etc.
- Assists department members with clerical support for special projects as needed.
- Reviews and records requests for special usage of classrooms.
- Maintains stock of office supplies.
- May provide back-up support for other secretarial/clerical positions.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of general office practices and procedures.
- Knowledge of Business English spelling, punctuation and grammar.
- Knowledge of computer operation and software.
- Effective organizational skills.
- Effective time management skills.
- Proofreading skills.
- Ability to communicate effectively in writing and orally.
- Ability to operate office equipment such as copiers, fax machines, computers, etc.
- Ability to prioritize work assignments and work under general supervision.

**Minimum GSU Hiring Standards**

High school diploma or GED and two years data entry experience. Type 40 wpm.

*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.*