

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Database Coordinator **SALARY GRADE:** HU-12
DATE REVISED: December 1, 2014 **EEO CODE:** 02
JOB CODE: 2705 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The position is responsible for supervision and provision of data entry support. Develop, maintain and manage the office database, list serve and other applications. Maintain the accuracy and integrity of the database, upkeep of coding structure. Continually update and correct database records. Produce reports from the database, using standard and custom reports. Create and manage procedures for storing data on the database. Import and export data, extracting and analyzing data, data mapping. Ensure accurate, timely report writing.

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

NATURE AND SCOPE: Internal contacts generally include administrators, faculty, students and staff. External contacts generally include vendors, consultants, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES:

- Serve as the primary contact for all internal queries related to the populations served.
- Maintain the security, accuracy and integrity of the data base and list serves for all office functions.
- Process weekly, monthly and annual data workflow and substantive, and analytic reports.
- Routinely examines and cleanses current data records to ensure date accuracy.
- Manage the input, maintenance and exporting of mailing lists and production of bulk mailing.
- Establish technical business goals for the database area.
- Serves as the technical expert and interfaces with Information Technology.
- Perform other job-related duties as assigned.

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CORE COMPETENCIES: Experience in database systems and data entry.
Excellent communication skills, both oral and written.
Strong conceptual, analytical and integrative thinking.
Demonstrates initiative.
Able to manage structured autonomy.
Proficiency with People Soft, Banner and related software applications.
Detailed oriented and organized.
Ability to multi-task and meet deadlines.

MINIMUM REQUIREMENTS: Bachelor's Degree in technology or related field. Minimum of 3-6 years experience working directly with technology. 11 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management