UNIVERSITY OF SOUTHERN CALIFORNIA
Data Management Specialist
Job Code: 185503

Grade: F
OT Eligible: Yes
Comp Approval: 12/17/1993

JOB SUMMARY:
Creates and maintains databases and/or spreadsheets. Assists in data collection, performs data entry. Extracts data in requested formats. Runs statistical analysis programs, generates charts and graphs.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Assists in data collection. Ensures completeness of data. Follows up to obtain missing or additional data.

______ ______ Creates and maintains databases and/or spreadsheets to manage and process information or data.

______ ______ Inputs data. Monitors integrity of data and performs data cleaning where necessary.

______ ______ Develops methods of extracting data in requested formats. Generates reports, lists, labels, etc.

______ ______ Runs standard statistical analysis software, as directed. Develops graphs and charts for data or results presentation.

______ ______ Provides administrative support such as answering phones, ordering supplies, interacting with vendors, processing mail, completing forms, maintaining files and appointment calendars, correspondence and payroll duties.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No ☐ Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Related Undergraduate Study
Combined experience/education as substitute for minimum education
Minimum Experience:

1 Year
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Working knowledge of personal computer software including database, spreadsheet, graphics and desktop publishing programs.

Preferred Education:

Bachelor's Degree

Preferred Experience:

2 Years

Skills: Administrative:

Answer telephones
Assemble and organize numerical data
Communicate with others to gather information
Compose letters
Draft routine correspondence
Edit technical or scientific text
Gather data
Input data
Maintain filing systems
Prioritize different projects
Use computer packages to prepare graphics
Use computerized spreadsheets
Use desktop publishing software

Skills: Machine:

Calculator
Computer Network (Department or School)
Computer Network (University)
Personal Computer

Minimum Experience:

1 Year
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Working knowledge of personal computer software including database, spreadsheet, graphics and desktop publishing programs.

Preferred Experience:

2 Years

Skills: Administrative:

Answer telephones
Assemble and organize numerical data
Communicate with others to gather information
Compose letters
Draft routine correspondence
Edit technical or scientific text
Gather data
Input data
Maintain filing systems
Prioritize different projects
Use computer packages to prepare graphics
Use computerized spreadsheets
Use desktop publishing software

Skills: Machine:

Calculator
Computer Network (Department or School)
Computer Network (University)
Personal Computer

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer