UNIVERSITY OF SOUTHERN CALIFORNIA
Data Management Coordinator
Job Code: 185505

Grade: H
OT Eligible: Yes
Comp Approval: 1/1/2007

JOB SUMMARY:
Schedules statistical analyses and development of graphical representations of data for research projects. Designs databases, oversees data collection and entry, performs statistical analyses, as directed. Provides consultation and training in software applications; oversees maintenance of computer hardware. Supervises staff, as assigned.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Develops schedules for producing statistical analyses and graphical representations of data for research projects to meet Principle Investigator deadlines. H

Produces survey questionnaires by selecting standardized questions, as directed. H

Designs and oversees maintenance of databases and/or spreadsheets to manage and process information or data. H

Oversees data collection and entry processes. Resolves problems, answers questions and provides information to facilitate process. Uses standard statistical analysis software, as directed. H

Determines appropriate format for data and results presentation. Oversees production of graphs, tables, etc. Oversees assembly and distribution of reports. H

Installs, tests and customizes applications software. Oversees maintenance of computer hardware. Resolves problems. Assesses departmental computing needs and recommends software or hardware upgrades and purchases. H

Provides computer training to staff. Develops written procedure manuals to supplement training. H

Supervises unit employees and/or student workers as assigned. Trains and provides additional instruction as required. Schedules, assigns, and prioritizes workloads on a daily basis. Sets appropriate goals and deadlines. Ensures timely completion of unit's work. Assigns and oversees progress of special projects for staff and student workers. H

Evaluates employee performance and provides guidance and feedback to assigned staff. H

Provides input into decisions affecting department operations. H

Keeps informed of developments in field. Reads journals and other relevant publications, attends professional association meetings and seminars as appropriate. H

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:

Bachelor’s Degree
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 database, spreadsheet, wordprocessing and statistical software programs in mainframe and personal computer environments; research & statistics.

Preferred Field of Expertise:

Programming experience in customizing applications software.

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Consulting
Graphic design
Organization
Problem identification and resolution
Project management
Scheduling
Supervisory Skills
Teaching/Training

Skills: Machine:

Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer

Supervises: Level:

Supervises employees who do not supervise
Supervises: Nature of Work:

Clerical/Secretarial

SIGNATURES:

Employee: ____________________________  Date:_____________________________

Supervisor: __________________________ Date:______________________________

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