



WILLIAM JESSUP
UNIVERSITY

JOB TITLE: Coordinator of Data & Communications
DEPARTMENT: School of Education
SUPERVISOR: Dean, School of Education
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

The Coordinator is responsible for the School of Education (SOE) data collection & organization and internal & external communications. The Coordinator's goal is to collect and provide needed, accurate and timely data and information while streamlining processes, procedures and documents. The Coordinator also helps to coordinate and organize a variety of events sponsored by the SOE. WJU seeks to recruit individuals who are dedicated to working in diverse academic and professional communities and who are committed to excellence in teaching, scholarship, and professional service within the University and beyond.

ESSENTIAL FUNCTIONS:

1. Communicates in a positive and supportive manner with candidates, alumni, prospective candidates and the professional community
2. Effectively communicates and collaborates with others to identify, problem solve and develop data management and communication processes
3. Create and maintain documents using Microsoft Office suite, specifically proficient with *Access* and the use of *pivot tables*
4. Collaborate in the use and design of SOE surveys
5. Collects, enters and manages SOE data
6. Collaborates in the design of department web and print marketing
7. Edits SOE communications and reports for consistency, format, and mechanics
8. Supports distribution and collection processes
9. Supports projects/events and related needs
10. Coordinates the department's technology needs
11. Other duties as assigned

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor's degree
- Background in Business, Computer Science, and/or Communications preferred

SKILLS/ABILITIES:

- Commitment to work in a Christian liberal arts institution
- Proficiency with Microsoft Office Suite, including Access and use of pivot tables
- Understanding of on-line media tools, specifically proficient with Wordpress
- Anticipate program communication and data needs
- Work independently, meet benchmarks, complete tasks
- Experience working with diverse populations
- Take responsibility and communicate progress & needs
- Work as a collaborative team member
- Be accurate in details
- Have a high degree of organizational skills
- Strong writing and editing skills

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University doctrinal statement of personal Christian faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role,

WORKING CONDITIONS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date