



JOB TITLE: Data & Administrative Coordinator (Temporary)
DEPARTMENT: School of Education
SUPERVISOR: Dean, School of Education
FLSA STATUS: Non-Exempt, Temporary

MAJOR PURPOSE

This Data and Administrative Coordinator assists the Dean with a variety of responsibilities. This role will support budget requests, contracts, 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.

The pay range for this position is generally: \$21-\$22.50/hour. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

This position is full-time and 100% on campus. This is a temporary position, the duration of which is unknown but likely to be 3+ months.

ESSENTIAL FUNCTIONS

- Collaborates in the use and design of SOE surveys
- Collects, enters and manages SOE data
- Collaborates in the design of department web and print marketing
- Edits SOE communications and reports for consistency, format, and mechanics
- Supports distribution and collection processes of data, budget and contracts
- Supports projects/events and related needs
- Works closely with student workers
- Coordinates the department's technology needs
- Other duties as assigned

QUALIFICATIONS

Education/Certifications

- Bachelor's degree

Knowledge/Experience

- Background in Business, Computer Science, and/or Communications preferred
- Understanding of Microsoft Office suite and Google App
- Understanding of on-line media tools

Skills/Abilities

- Ability to communicate in a positive and supportive manner with candidates, alumni, prospective candidates and the professional community
- Ability to communicate and collaborate with others to identify, problem solve and develop data management and communication processes
- 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
- Excellent attention to detail and accuracy
- Have a high degree of organizational skills
- Strong writing and editing skills

WORKING CONDITIONS

The employee agrees to promote the values and mission of Jessup 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 reservations the Jessup University doctrinal statement of personal Christian faith and Community Covenant and Chapters. 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 ENVIRONMENT

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.

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 30 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 are 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. 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