

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#)

The following 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.

Title: DATA CONTROL SPECIALIST

Reports To: Designated Supervisor – Foundation

UW Job Code: 3644

UW Job Family: 38 - Computer Professional

SOC Code: 15-1242

FLSA: Exempt

Pay Grade: 20

Date: 6-6-18

JOB PURPOSE:

Manage processes and maintain all biographical data in the Foundation databases, in which all donor, alumni, staff, student and constituent information is permanently recorded for the use of the UW Foundation and the University of Wyoming according to Foundation and industry data management standards. Maintain some processes of internal departmental databases.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under limited supervision and using impeccable attention to detail, manage all aspects of the UW Foundation database system.
- Ensure that backup information on all database changes is appropriately maintained and/or scanned into the OnBase electronic documentation system.
- Maintain data integrity within internal databases and systems as requested, conduct data clean up as needed.
- Identify data that may need additional verification and work closely with others to ensure the accuracy of constituent information.
- Use varied software tools with a high level of competence: such as Advance, AlumniFinder, Access, Excel, OnBase, MS Office, Windows, SQL Developer, SharePoint, and other software.
- Meet demanding and conflicting deadlines, and prioritize multiple projects.
- Maintain strict confidentiality of all information accessed and managed and apply a working knowledge of regulations and standards regarding confidential data.
- Create and maintain policies and procedures manual regarding biographical management of the Foundation database systems.

SUPPLEMENTAL FUNCTIONS:

- May assist with departmental budget planning process including research and provide/prepare financial reports.
- Assist with revision of forms and office procedures.

COMPETENCIES:

- Adaptability
- Analysis/Problem Identification
- Attention to detail
- Consistency
- Initiative
- Quality Orientation
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **1 year progressively responsible work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Records maintenance and management
- Basic theories, concepts, methods and techniques in area of responsibility
- Computer programs and software in use in the department or area
- Customer service standards and procedures
- Data entry to online information systems (Banner, PeopleSoft, Kronos, etc.)
- Advanced computer programming languages in use in the area
- Recordkeeping methods and techniques
- Advanced operation of MS Office (Outlook, Access, Excel, Word, PowerPoint)
- Advanced database principles and management
- Advanced database management systems, languages, procedures, and controls

Skills and Abilities to:

- Develop and maintain accurate databases
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Communicate effectively, both orally and in writing
- Maintain complete and accurate records
- Work as a team member and foster a cooperative work environment

- Plan, implement, test, and monitor database security solutions
- Maintain confidentiality
- Develop and maintain recordkeeping systems and procedures
- Data entry
- Data acquisition

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Regular exposure to video terminal displays.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.