

TITLE: <u>Data Coordinator</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA446</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>4</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

POSITION PURPOSE

Provide data entry and records maintenance support in the processing of monetary donations and gifts in kind for a School, College, Division or department at the University. General office routines and responsible clerical support are utilized to support tasks which are specific in objective and content.

ESSENTIAL JOB FUNCTIONS

- Data enter information regarding monetary donations and gifts in kind. Allocate money to appropriate account, create and maintain donor information files, prepare notice of receipt of gift forms and prepare acknowledgements for all gifts received.
- Ensure deposit of all monetary gifts. Prepare gift checks for deposit; send checks to bank or other University department for deposit; reconcile office deposit records with bank statements of activity; process donations and/or gifts made via VISA and MASTERCARD charges.
- Prepare monthly reports relating to department activity. Compile and report incoming gifts and their allocation. Prepare department budget reports.
- Maintain effective relationships with donors. Properly acknowledge and allocate gifts; send reminders to donors of pledged donations; participate in fund raisers such as receptions and phonathons; answer donor and prospective donor inquiries.
- Perform general office duties including typing correspondence and University forms, maintaining hard computer-based files, photocopying and distributing materials and maintaining office supplies. Provide functional work direction to part-time temporary staff.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification provides responsible and independent clerical support by performing data entry and records maintenance for a School, College, Division or department in receipt of monetary donations and/or gifts. This level performs tasks which are procedural in nature. Incumbents must search for solutions or new applications within an area of learned skills and are allowed to set their own priorities, subject to supervisory approval and review. Functional work direction may be provided to a small number (1-3) of lower level clerical and part-time temporary positions. Incumbents must utilize keen attention to detail and the ability to communicate effectively with University personnel as well as the general public. This classification is found throughout the University and reports to and receives work direction from a professional and/or management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Prior bookkeeping experience preferred.
- Ability to type and perform data entry with speed and accuracy.
- Considerable knowledge of University policies and procedures.
- Considerable knowledge of and ability to use computer equipment and word processing software, LOTUS or Wordperfect 5.0 preferred.
- Ability to communicate effectively with others.
- Ability to prioritize work, with keen attention to detail.
- Ability to operate standard office equipment.
- Typically, incumbents have held lower level data entry, clerical or secretarial positions.