**Clark Atlanta University**  
**Job Description**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Data Processing Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Office of the University Registrar</td>
</tr>
<tr>
<td>Reports To:</td>
<td>University Registrar</td>
</tr>
</tbody>
</table>

**General Function (Description):**

The Processing Specialist will report to the University Registrar. The Processing Specialist is responsible for maintaining and updating identified information within the Student Information System database. Train new users in the proper procedures pertaining to updating the database...

**Examples of Duties and Responsibilities:**

- Work closely with Data Analyst to update, verify reports and edit listings from the database.
- Generate reports and information for database users.
- Create and test instructions for procedures as needed.
- Research and change records and tables as requested.
- May operate optical scanning equipment.
- Train personnel in the use of the database.
- Work with the database vendor to solve problems, load patches, etc…
- Perform related work as required

**Knowledge, Skills and Abilities**

- Possess excellent oral and written communication skills.
- Demonstrate an ability to work under pressure.
- Exhibit strong interpersonal skills in working with students, staff and faculty.
- Possess experience in the operation of computers and a general knowledge of manipulating computer programs (i.e. BANNER, Microsoft Word, Excel, PowerPoints)
- Possess excellent organizational and planning skills.
- Experience in data models and reporting packages
- Ability to analyses large datasets
- Ability to write comprehensive reports
- Strong verbal and written communication skills
- An analytical mind and inclination for problem-solving
- Attention to detail
- Able to understand and follow departmental policies, procedures and regulations.
## Minimum Hiring Standards

<table>
<thead>
<tr>
<th>Education</th>
<th>Must possess at least a Bachelor’s degree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Years of Experience Required</strong></td>
<td>Minimum 5-6 years of experience.</td>
</tr>
<tr>
<td><strong>Years of Management/Supervisor Experience</strong></td>
<td></td>
</tr>
</tbody>
</table>

___________________________  ____________________________  
Employee  Date

___________________________  ____________________________  
Manager/Supervisor  Date

___________________________  ____________________________  
Human Resources  Date