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# CLARK ATLANTA UNIVERSITY
## Job Description

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| **Position Title:** | Data Analyst |
| **Department:** | Student Recruitment and Admissions |
| **Reports To:** | Assistant Director of Admissions for Systems and Processing |

*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.*

### *General Function (Description):*

The Data Analyst is responsible for the entry of admissions' data, and accountable for its accuracy, and integrity of records in the Office of Student Recruitment and Admissions. The position is responsible for entering a wide range of data into the University's Admissions' database(s), working within the guidelines, policies, and mission of the University.

### *Examples of Duties and Responsibilities:*

- Performs data entry related tasks utilizing various mediums, including BannerWeb, Fire Engine Red, email, and hardcopies;
- Updates and maintains accurate data in an timely manner;
- Process data inquiries and resolve discrepancies by searching and reviewing information in the database(s);
- Reconcile data entries to ensure completion and accuracy;
- Updates contact information, photocopy, and file documents as appropriate;
- Maintains logs of completed task and/or projects;
- Provides necessary information to internal and external;
- Supports the University's departments as needed with various projects; and
- Performs other duties as assigned.

### *Knowledge, Skills and Abilities:*

- Strong computer skills, including proficiency with Microsoft Office Suite and administrative software applications.
- Strong analytical and critical-thinking skills;
- Effective oral and written communication skills and strong organizational skills;
- Detail-oriented;
- Ability to work independently and as part of a team;
- Demonstrated ability to learn new technologies;
- Ability to organize and manage multiple tasks and adhere to deadlines; and
- Ability to maintain confidentiality and to exhibit good judgment in making independent decisions concurrent with University policy.

### *Minimum Hiring Standards:*

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| **Education** | Bachelor's Degree or a combination of education and experience. |
| **Years of Experience** | At least one year of administrative, logistical, operations and/or data entry experience. |