JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Data Specialist

Job Code: 10741

Salary Grade: 16

FLSA Status: Non-Exempt

Job Family: Planning & Analysis

Job Subfamily: Data Analysis

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Collects and reviews data from assigned sources to produce standard reports, graphs, and charts under moderate supervision. Maintains databases and supports data retrieval requests for faculty and staff.

Job Responsibilities

1. Retrieves and collects data from assigned sources in response to standard requests.
2. Reviews and verifies data for accuracy, completeness, and consistency.
3. Prepares reports, graphs, and charts from established templates and data sources.
4. Updates and maintains databases to ensure data accuracy and integrity.
5. Formats and converts raw data into accessible formats for end users.
6. Stores and secures data in accordance with established procedures.
7. Assists in documenting data collection processes and standard procedures.

Minimum Requirements

Required Education & Experience:

- Education: High School or GED
- Experience: 0 years

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Demonstrates baseline working knowledge of routine work processes, job responsibilities, procedures, and tools.
- Communication & Collaboration: Practices baseline principles of listening, and clear written/verbal communication.
- Problem Solving: Performs functions that are routine in nature and follows standard procedures.
- Autonomy: Follows standard principles and guidelines with little to no latitude for personal decision making.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.
- May experience periods of elevated workload and competing deadlines.

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