



**OHIO**  
UNIVERSITY

**Classification and Qualification Standards**

**Data Control Coordinator**

ADMINISTRATIVE/TECHNICAL ROLE

|  |   |                                       |                                     |
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| <b>Career Series:</b><br>Data Processing Technical Support | <b>Job Code:</b> 14313<br><b>Grade:</b> C | <b>Date Established:</b><br>7/01/2001 | <b>FLSA Category:</b><br>NON-EXEMPT |
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**JOB SUMMARY**

Under direction, the fully operational classification receives instructions in general terms, utilizes independent judgment within established procedures and guidelines and refers some questions and problems to higher levels. This classification requires considerable knowledge of data processing, and job control or report generating computer language in order to oversee and monitor all tasks performed in data entry and test scores.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Enters data into data entry system, verifies data, extracts, and updates data into mainframe.
2. Verifies data has reached proper destination, deletes data, develops fields, writes new formats for test scores, and ensures compatibility with scanner.
3. Oversees daily operations of data entry and test score areas.
4. Supervises and trains classified and student staff.
5. Receives exams for processing, scans forms, surveys, and evaluations, and uploads to mainframe.
6. Monitors and distributes software, enters information for bill processing, and record of licensure.
7. Ensures data and tests are completed by deadlines, and sent and received by proper destinations.
8. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of addition, subtraction, multiplication, and division; data processing; job control or report generating computer language; employee training and development; and supervisory principles and techniques\*. Skill in operation of computer or data entry equipment; and peripheral machines (e.g., scanner; printer). Ability to proofread material, recognize corrections, and make corrections; organize and schedule work load; read, copy, and record figures; and oversee daily operation of designated area.

(\*developed after employment)

**Minimum education & experience required (including training, registration & licensure)**

Formal education in addition, subtraction, multiplication, and division. 9 mos. training or 9 mos. experience in data processing and job control or report generating computer language. 3 mos. training or 3 mos. experience in employee training and development. 9 mos. Training or 9 mos. Experience in operation of computer or data entry equipment, and peripheral machines (e.g., scanner; printer).

- Or equivalent of the education and experience listed above.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity*