GORDON COLLEGE
Position Description

**Title:** Data Specialist (Part-time 20 hours/week)

**Function:** Under the supervision of Director of Admissions Operations and Special Project assists in all aspects of Admissions Operations for undergraduate admissions with responsibility for specific project management tasks.

**Description of Duties and Tasks:**

1. Performs daily data downloads, processes files from third parties, monitors and enters various online submissions as well as managing all incoming applicant credentials and communicating with the greater campus.

2. Processes all undergraduate student applications by establishing and maintaining current folders for all application materials received from applicants. Records pertinent information in the college database.

3. Gives guidance to student interns regarding prioritization of tasks and technical skill support.

4. Downloads, scans and enters all electronic credentials

5. Uses reports to clean data on an ongoing basis.

6. Serves as the primary back up to the Director of Admissions Operations.

7. Answers questions as needed from admissions counselors and other admissions or Gordon application related inquiries.

8. Provides phone back up to the main Admissions phone line by answering and forwarding incoming calls.

**Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
2. Strong inter-personal and communication skills.

3. General knowledge of Gordon College and its various academic and non-academic programs.

4. Excellent discretion in opening documents from outside of Gordon, always aware of the possibility of cyber threats and theft via email links and downloads.

5. Demonstrated experience with Microsoft Office software with specific expertise in Excel and Access.

6. Knowledge of database management using tools such as Jenzabar, and Slate.

7. Ability to learn new software tools including the College web software, Jenzabar One, Slate.

8. Ability to function with a minimum of supervision.