

The University of Texas at San Antonio

Job Description

Job Title: Career Services Database Technician
Code: 19101
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Career Services
Reports To: Functional Area Manager/Supervisor

Summary

- Function: To provide database assistance with the job posting process.
- Scope: Responsible for performing duties in the administration of functions involving career services job postings, customer service, and database administration.

Duties

- Typical:
 1. Assist employers with the use of computerized job database software and equipment, paying particular attention to the clients' needs for a successful experience.
 2. Oversee the maintenance of computerized filing systems. Maintain complex and confidential files for employers.
 3. Supervise clerical staff members. Monitor workload, determine work priority and evaluate job progress.
 4. Assist supervisor in monitoring operations for maximum effectiveness.
 5. Collect data from various sources and analyze for accuracy, completeness and relevance. Prepare complex, statistical, technical, financial, confidential and other various reports.
 6. Identify and document service problems or deficiencies in the database, reporting to the supervisor with solution recommendations.
 7. Perform additional duties as assigned.
- Periodic:
 1. N/A

Education

Required	Preferred
High School Diploma or GED.	Associate's Degree from an accredited institution.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
One year professional level customer service or administrative experience.	Directly related experience at a University or College.
Additional education may substitute for experience at the department's discretion.	

Equipment

Required	Preferred
Personal computer and standard office Equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Occasional assistance at career events such as career fairs and etiquette dinners.

Supervision

Received	Given
Direct supervision from immediate supervisor.	General supervision of assigned staff which may include temps or work studies.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.