

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Data Systems Coordinator  
Code: 19339  
Salary Grade: 58  
FLSA Status: Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with departmental policies

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## *Summary*

- Function: To provide quality control over the data input and output of a computer system.
- Scope: Responsible for the integrity and the data input and output of a computer system.

## *Duties*

- Typical:
  1. Works with databases to include formatting, importing, gathering, organizing, analyzing, processing, and identifying problems, recommending/improving, and maintaining integrity for data/databases.
  2. Evaluates compliance with standard requirements for implementation of existing computer system, maintains data dictionary, and ensure accuracy.
  3. Prepares user documentation of all programs designed to produce various reports.
  4. Prepares and reconciles computer-generated reports.
  5. Provides technical support for users.
  6. Performs other duties as assigned.
- Periodic:
  1. Works on assigned special projects.

## *Education*

<b>Required</b>	<b>Preferred</b>
Associate's degree from an accredited institution with coursework in computer science, mathematics or related area.	Bachelor's degree from an accredited institution

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Ability to coordinate a number of complex on-going activities and projects.	N/A
Ability to exercise initiative, independent judgment, discretion and flexibility.	
Ability to work effectively with a variety of professional, administrative and support staff.	
Excellent verbal and written communication skills.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of experience in data management, processing or analysis.	Experience in data management.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer, data processing equipment, and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	Some travel is required. Occasional evening and weekend work is required.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from immediate supervisor.	General supervision of assigned staff.

***Accuracy***

Proficiency in all phases of work performed.
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***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.
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*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.