

JOB TITLE: Administrative Data Specialist-Strengthening Community College Training Grant (grant funded)
DEPARTMENT: Academic Affairs **FLSA:** Non-Exempt
LOCATION: Union Campus **LEVEL:** 106
REPORTS TO: Dean of Health Science **DATE:** 10/7/24 (new position)

POSITION SUMMARY: This position is part of the Missouri Health Professions Consortium (MHPC) Respiratory Care Program and is located at the East Central College campus in Union, Missouri. The Administrative Data Specialist position is grant funded. The position is responsible for the Respiratory Care program day-to-day administrative functions that affect the operations of the MHPC. Additionally, the successful candidate will design and implement automated processes for data entry, analysis, and reporting to internal and external stakeholders, provide centralized administrative duties to the consortium, assisting with facilitation of activities between campuses, and coordinating the student admissions process.

EDUCATION and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education, or experience may be substituted for the minimum qualifications.)*

- Completion of an associate degree and two years full-time administrative support experience; four years preferred.

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor:*

- Greet visitors, students, and/or employees and respond to inquiries, requests for information and provide assistance.
- Maintain office files, student files, and other appropriate records.
- Complete routine office duties, including receptionist, answering telephone, ordering supplies, compose correspondence, data entry, filing, process departmental mail, and filing/scanning/shredding.
- Assist with scheduling appointments, classrooms, schedules, consortium meetings and advisory boards.
- Compose written correspondence and materials; create and update all departmental forms; prepare minutes, reports and other materials pertaining to the program such as program syllabi, exams, and other documents as requested by the program faculty and Program Director.
- Assist with the student advisement process.
- Maintain inventory of office & clinical supplies.
- Assists Program Director with clinical laboratory maintenance.
- Manage distribution of all incoming and outgoing mail; screen and respond as necessary. Review outgoing material for completeness, dates, and signatures.
- Schedule appointments, meetings, send out meeting notices, make travel arrangements, and maintain the department calendar.
- Initiate, process and track departmental forms such as purchase orders, personnel requisitions, travel authorization forms, supply requisitions, printing requests, travel expense reimbursement vouchers.
- Assist with updating MHPC website.
- Perform regular data audits and quality checks to ensure data accuracy for reporting to external and internal parties.
- Provide technical assistance to staff and other users on data management tools.
- Coordinate and oversee the entry of data from MHPC institutions into databases and electronic filing systems.
- Create and manage Excel worksheets and Excel workbooks along with the design of data visualization.
- Assist with clinical affiliation agreements processes.
- Coordinate the Respiratory Care Program student admissions process and serve as primary contact for consortium partners and prospective applicants.
- Monitor and track student clinical compliance documents such as drug testing and background checks.
- Track graduate NBRC exam pass rates and distribute to interested parties.

- Provide support to the Dean of Health Science/Program Director to reconcile monthly financial expenditures and submit requisitions.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of college and department policies, procedures, and practices with the ability to answer work related questions; knowledge of the Family Educational Rights and Privacy Act (FERPA); ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; strong interpersonal skills; ability to participate as a team member; ability to understand and interpret rules and regulations, ability to adjust to change; ability to handle confidential material judiciously; ability to manage multiple projects; broad knowledge of teaching strategies and learning styles; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

LEADERSHIP and COMMUNICATION SKILLS: Ability to respond meaningfully to the needs of individuals with respect and sensitivity; excellent customer service skills; ability to communicate effectively with a diverse workforce, student population and individuals with disabilities; ability to exchange ideas, facts, information, and opinions effectively and accurately with others; ability to give instructions or assignments to others; arrive at decisions, develop conclusions, or develop solutions; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to direct, manage or lead others; establish and maintain effective and collaborative working relationships with faculty, staff, other departments, students, and the public; may develop and administer operational programs and responsible for short-term and long-term planning; comply and enforce policies, procedures, and instructions.

DECISION-MAKING and ANALYTICAL SKILLS: Ability to make administrative and procedural decisions; ability to use independent judgment and discretion; ability to interpret policy and establish methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively; ability to determine work procedures, promote efficiency; develop and maintain budget; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology equipment, software, and programs; standard office equipment and department specific equipment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; may require flexible schedule to work evenings and/or weekends; available to travel to participate in meetings, conferences, and other activities related to the position duties.

Physical: Primary functions require sufficient physical ability and mobility to work in a office setting; to stand or sit for prolonged periods of time; to regularly stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight.

SIGNATURES: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required for the job.

Employee Signature

Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*