

The University of Akron
Classification Specification

Job Title:	Data Systems Spec	Job Code:	80502
Job Function:	Staff	Grade:	118
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	2/5/14

Job Summary:

Analyze, research and translate University records requirements into the systems used to support the student processes (PeopleSoft, Schedule 25, Degree Audit Reporting System (DARS), NoliJ, CAS, etc.). Test all programs, system tables and user written modules for accuracy and compatibility with other databases. Validate the integration of records and related database systems to produce accurate output.

Essential Functions:

25% Program and manipulate table setup/processes (application processes, financial aid processes, transfer policies, university policies, academic policies, graduation requirements, degree programs, second majors, minors and certificates) into the systems supporting student records.

20% Test systems to ensure accuracy of all programmed/updated data. Write queries to validate results of system changes.

15% Investigate, evaluate and resolve systems and interactive database problems. Evaluate and resolve system problems for end-users to ensure validity of output.

15% Develop and maintain a program maintenance system as well as daily contact on listserv with other institutions.

15% Create business processes within all systems and support/train departmental liaison to do records processing. Participate in training for all users of student record systems. Assist in full implementation of systems campus-wide.

10% Analyze and research various programming, setup and modification solutions to meet the unique needs of the office. Interpret and translate academic policies into system requirements and processes.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience working with microcomputers, software applications and database concepts. Strong problem-solving skills and the ability to train users required. DARS experience preferred. PeopleSoft and related systems experience preferred.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.