



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/22/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Data Management Specialist I (Sherlock Center)
Status: Full-Time, 35 hours per week (Grant funded position, renewable, contingent upon funding)
Grade: 8
Union Affiliation: PSA @ RIC (Professional Staff Association)
Reports To: Associate Director, Paul V. Sherlock Center on Disabilities

PRIMARY PURPOSE:

Maintain the Sherlock Center databases related to event management, product development, data collection, purchasing, resource library, and dissemination.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Maintain specific databases related to event management, product development, data collection, purchasing, resource library, and dissemination to include entering and retrieving data, review of data for accuracy, and producing related reports.
- Manage data base of 20,000 names, updating information annually.
- Provide data for reports required by federal, state, private sponsors of more than 30 Sherlock Center projects and initiatives.
- Assist Sherlock Center staff to coordinate and conduct events and meetings.
- Assist Sherlock Center staff in product development, including materials for conferences, workshops and other events.
- Coordinate registration and logistics for more than 200 training events annually.
- Assist Sherlock Center staff in purchasing related to projects and events.
- Coordinate the publication and dissemination of 40-50 Sherlock Center products annually.
- Perform record keeping related to invoicing and payments.
- Perform light clerical duties.
- Answer Sherlock Center phones, direct calls, respond to inquiries, provide and greet visitors, answer general questions and requests for information.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Associate Director, Paul V. Sherlock Center on Disabilities.

REQUIRED QUALIFICATION STANDARDS:

Education:

Associate's degree in a field related to office administration, business administration, or human services.
Experience:

- Three years of related experience.
- Experience in customer service.

Skills, Knowledge and Abilities:

- Competence using a variety of software, such as Microsoft Word, Access, Excel, and Outlook.
- Competence using online software for invoicing, email marketing, surveying, and data collection.
- Ability to perform clerical duties; data entry and other related tasks.
- Strong interpersonal and communication skills, verbal and written.
- Ability to multi-task.
- Ability to organize and follow through on projects and assignments.

PREFERRED:

- Bachelor's degree in field related to office administration, business administration, or human services.
- Life experience with people who have disabilities.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.