**Database Coordinator**

**Department**

ARTS & SCIENCES; DEAN (BL-ARSD-IUBLA)

**Department Information**

The [College of Arts and Sciences Office of Undergraduate Curriculum, Policy, and Records](https://curriculum.college.indiana.edu/) (OUCPR) manages all aspects of the College's undergraduate curriculum, including academic programs (majors, minors, certificates, etc.), courses, academic policies, the College Bulletin, student records, special programs, and curricular information systems and reporting.

More information about OUCPR can be found [here](https://curriculum.college.indiana.edu/about/index.html).

More information about the College of Arts and Sciences can be found [here](https://college.indiana.edu/).

**Job Summary**

Department-Specific Responsibilities

* Maintains undergraduate curriculum as it appears in the Bulletin using documented styles and techniques.
* Maintains, tests, and troubleshoots Academic Advisement Reports for College degree objectives (degrees, majors, minors, and certificates) within the SIS system, exercising good judgement and making decisions in accordance with established policy and procedures.
* Maintains, tests, and troubleshoot iGPS Degree Maps.
* Assists with end of term processes related to graduation, probation and dismissal.

General Responsibilities

* Ensures database integrity by coordinating, logging, and/or monitoring more advanced data exchanges; assists in creating and running database reports using report writing tools; assists in updating and maintaining database.
* Assists users with escalated database questions and provides support on database or data access issues; consults with users on data reporting needs and assists in developing new data reporting queries.
* Often provides guidance and acts as a lead for data entry and/or data coordination activities or projects.
* Reviews, tests, and executes database queries to check data accuracy and integrity.
* Assists database developers with implementing upgrades, modifications, etc.
* Adheres to and ensures compliance with established policies and procedures related to data management.
* Documents testing results and any issues discovered; implements basic resolutions/fixes.
* Coordinates and may assist in data entry and coding of data in preparation for computer processing; records, cleans, and manipulates data in preparation for analyses and interpretation; assists in compilation of the results and in preparation of reports and analyses of data.
* Assists in the training of new staff on database access and reporting.

**Qualifications**

*Combinations of related education and experience may be considered. Education beyond the minimum required may be substituted for work experience. Work experience beyond the minimum required may be substituted for education.*