

JOB TITLE: Database Coordinator - Part-time

DEPARTMENT: Center for Great Commission Studies

SUPERVISOR: Office Manager

RATE OF PAY: \$12.00/hour

HOURS: 10-15

Purpose of the job –

This job exists to establish and operate an ongoing database for student mobilization within the Center for Great Commission Studies. In this role, the employee will equip, train, and aid the CGCS and its employees in how to best utilize this information. A person in this role, will assist the CGCS in contacting and tracking students being equipped and sent by SEBTS.

Essential Responsibilities –

- Primary manager of CGCS Database under the supervision and direction of the CGCS Administrative Assistant, Office Manager, and/or Director.
- Facilitate data entry, form development, and integrations for the CGCS office.
- Strategize how to best utilize the information to promote student mobilization.
- Maintain and curate the information into helpful lists for tracking student mobilization and short-term trips.
- Educate the members of the office on how to use our database for day-to-day operations.

Other Responsibilities –

- Office liaison and relationship building with counterparts in other offices that may need student mobilization information.
- Work collaboratively with other team members to brainstorm new ideas for database usage and management.
- Assist other team members as needed and as able.

Knowledge and Skills –

- Excellent organizational and planning skills
- Time management: This is a part-time position, so this person will need to use his/her time in the most efficient way possible.
- Attention to detail for important data entry.
- Ability to manage multiple tasks at a time.
- Ability to work under deadline pressure.

- Willingness to learn and master the ins/outs of the database.
- Basic working knowledge of Microsoft Office Suite

Extent of Public Contact –

- Within the seminary: Regular contact with other staff, faculty, students, event attendees, etc.
- Outside the seminary: Occasional need for contact with other members of the public at events, conferences, in the community, campus visitors or guests, etc.

Physical Demands –

- Ability to stand for extended periods of time for impromptu meetings and occasional events.

Working Conditions and Environment –

- On occasion, attend certain campus events, which may be scheduled on the weekend or on weeknights. This is a rare occurrence for this role.
- Shares a collaborative office environment with 4-5 other staff members.