

COORDINATOR OF RECORDS AND DATA SERVICES

JOB SUMMARY/OBJECTIVE

The Coordinator of Records and Data Services provides primary support and service to the Advancement and Alumni Engagement Office through maintaining the integrity of the development fundraising data and assisting the Director of Operations, Data & Research. This position is the focal or anchor point for communications between the database and the staff and is required for the successful completion of data management, mailings, communications, information updates, special projects and events to promote the University through Advancement and Alumni Engagement.

RESPONSIBILITIES

Manage departmental systems for:

- Manage strategic plans for data entry in Raiser's Edge.
- Identify, plan, and carry out data clean-up projects in Raiser's Edge (i.e. race, ethnicity, constituent codes (student currently enrolled vs. alumni), graduated vs. attended but did not graduate, home country, etc.)
- Gather data on Alumni and Friends through various means—including social media, print, via other departments on campus. Continually assist in maintaining all constituent records.
- Produce receipts, acknowledgement letters and other documents to insure timely and proper stewardship for all donors.
- Assist Director of Operations, Data & Research with the following duties:
 - posting of donor gifts to the institution
 - building mailing lists, email lists for communications
 - provide Raiser's Edge training to new staff and assist current users
 - reconciling monthly with the Administrative Office of all account gifts
- Assist the Alumni Engagement Office with tracking and updating information on Walton International Scholars graduates and alumni.
- Organize the endowment spreadsheets from Financial Aid and create endowment letters for the scholarship donors acknowledging the most recent endowment value.
- Manage process for scholarship recipients regarding notification and coordinate student communication.
- Maintain filing and establish archiving process.
- Supervise and schedule work-study for office.
- Responsible for various marketing projects for Advancement and Alumni Engagement, i.e. Donor Scholarship Booklet, Thanksgiving and Christmas Cards, preparing mailing list and work with marketing for project completion.
- Oversee all department mailing needs – campus mail, USPS, FedEx and UPS.
- In conjunction with the Office Manager for Advancement and Alumni Engagement, keep the office calendar updated on a daily basis and assist with NetSuite invoice payments and credit card reports as needed.
- Proofread all advancement material.
- Perform other duties as assigned.

SKILLS AND ABILITIES

- Advanced knowledge of Microsoft Office Suite (including Word, Excel, and PowerPoint) and Google Suites.
- Experience working with Raiser's Edge and NetSuite.
- High level of project management, attention to detail and organizational skills required.
- Effective communication skills.

- Able to prioritize and manage multiple tasks simultaneously and with minimal supervision.
- This position requires judgment, interpretation and the ability to function independently in a fast-paced office environment.
- Two years of experience in development, external relations or relevant experience.
- Ability to work with a wide range of campus departments and relate well to the public.

QUALIFICATIONS

- Bachelor's degree required.
- Two year's direct experience working with data base.

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.

APPLICATION PROCEDURES

Send a letter of interest, résumé, and three to five professional references to HumanResources@ozarks.edu

Applications received by January 20, 2022 will be assured of full consideration.

ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about the University of the Ozarks, visit www.ozarks.edu.