Data Processing Coordinator

Multiple Positions

Full-time, Regular, Non-Exempt Employee Status

The University of Maine System (UMS) is seeking highly qualified persons to fill the position of Data Processing Coordinator in the newly created central Shared Processing Center. The positions are based in Neville Hall on the University of Maine campus in Orono. The successful applicants will perform complex work associated with interpreting, managing and coordinating data acquisition at the shared processing center using multiple data systems. The majority of data processing will be related to admissions applications and supporting documents. As a member of the Shared Processing Center team, the employees will rotate work assignments frequently between data entry into the PeopleSoft Student Information System, scanning and indexing credentials using the document management system and matching data acquired from credentials to persons in the multiple databases (PeopleSoft and ImageNow document management systems). The work requires judgment and initiative. The employees will report to the Data Operations Manager of the Shared Processing Center.

Required Qualifications: High school diploma or equivalent job-related experience and strong computer skills including intermediate word processing, database management and/or spreadsheets. One year of administrative experience in an administrative office, excellent communication skills, strong analytical skills, the ability to learn new programs as needed, and ability to function as part of a proactive team are required. Preferred Qualifications: Closely relevant work experience in an academic office environment with a strong orientation to using databases or record-management tools are highly preferred. Knowledge of web-based interactive databases and knowledge of MS Office and PeopleSoft are also highly preferred.

The starting wage will be determined by the applicable promotion or transfer policy for this ACSUM Wage Band 18 position. Additional information about the University of Maine System is available at www.maine.edu. A relocation package for successful applicants who reside more than 50 miles from the Orono work location is also part of the recruitment package.

The deadline for receiving applications is June 14, 2006 at 5 pm. Send a cover letter addressing the requirements of this position and your experience, resume, and contact information for three professional references to: Data Processing Coordinator, Office of Human Resources, University of Maine System Office, 16 Central Street, Bangor, Maine 04401 or e-mail to umsjobs@maine.edu.

The University of Maine System is an Equal Opportunity/Affirmative Action Employer and strongly encourages applications from and nominations of women and minority candidates. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

This is an announcement of position vacancy only and is not authorization for any paid advertising.