

Job Level	EFNEP Data Management Specialist	Technical/Support Level II
Oversight Received	<ul style="list-style-type: none"> * Responsible for the leadership of all aspects of EFNEP programmatic data management and reporting including supervision of data entry staff, fidelity of data entry, following NIFA guidelines and timelines, submitting reports on time, confirming the accuracy of reports. Uses Excel, SPSS, etc. as needed for program data entry, project data entry, and other functions requiring the use of data entry programs. 	<ul style="list-style-type: none"> • Completes tasks without immediate supervision • Work is regularly checked.
Problem Solving	<ul style="list-style-type: none"> * Manages the sale of curriculum material to other states including management of curriculum website, development of materials for website, updating information on the website, etc. * Monitors calendar appointments, manages multiple deadlines; travel arrangements and reservations, generates travel documents, schedules meetings, room reservations, equipment repairs, and trainings. * Performs as administrative assistant to program coordinator, arranges meetings (contact all attendees to determine meeting time, schedule rooms, arrange catering, copy materials, etc.); arrange for direct billings or credit charges. * Oversees maintenance of all office equipment; orders office supplies as needed to maintain necessary inventory. * Negotiates with external vendors to secure best prices for program materials and services. * Reviews, proofs, and verifies information on correspondence, memos, reports, timesheets, travel vouchers, leave requests, invoices, credit card purchases, etc., assures attachments and signatures are obtained, making corrections when needed. * Coordinates county program site visits, organizing travel arrangements, establishing site visit schedules, lodging, generates pre- and post-visit report and documentation. Maintains timeline for all site visit reporting. Initiates communication of report deadlines, maintains site visit files and site visit calendar to ensure all counties are assessed routinely. * Initiates preparation of office correspondence; gathers, composes, formats, types/word processes, proofs for accuracy of reports, memos, forms, conference call notes from audio, hand-written, and/or typed material. * Assists unit professionals in planning and preparation of multiple state-wide trainings and other program activities each year. Researches and recommends training facilities, lodging, and caterers; manages training registration processes such as lodging, transportation, training facility fees, and catering charges. * Coordinates and manages master billing for multiple account charges; ensures accuracy of contract agreements and payment of invoices. * Produces training materials; responsible for the assembly and distribution of program staff training materials (printing, purchasing, and assembly). * Responsible for unit inventory including ordering, storage, and distribution of large quantity of educational and lesson materials to field staff; responds to requests for needed materials and generating inventory reports biannually * Has authority, without prior approval, to select, negotiate prices, purchase and maintain office supplies and materials for the program. 	<ul style="list-style-type: none"> • Problems encountered are varied but similar. • Responses typically drawn from pre-established solutions. • Resolves non-routing issues escalated from junior team members

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Interaction/ Communication	<ul style="list-style-type: none"> * Responds to information and materials requests from program field staff and outside agencies in a timely manner. * Maintains regular communication with program staff through phone, email, etc; surveys educators' needs of program materials quarterly. * Coordinates communication between supervisor and graduate student advisees to ensure all student forms are submitted as required. * Designs presentations and visual displays using appropriate software (Word, Excel, PowerPoint, and InDesign) as needed; prepares program documents for web pages. * Communicates with appropriate university departments, unit and field staff to ensure program and regulatory compliance. 	<ul style="list-style-type: none"> • Audience is typically knowledgeable about the subject matter. • May need to present information in multiple written forms.
University Impact	<ul style="list-style-type: none"> * The position exists to provide direct, complex administrative support to the Colorado EFNEP state coordinator, 2 research associates, and field staff to draft, compose and produce correspondence, and reports and delivery of the state-wide program and grant funded projects, data management and reporting, taking the initiative to design and implement, without prior approval, office operations and procedures to accomplish these essential objectives in a timely manner. 	<ul style="list-style-type: none"> • May be accountable for on-time delivery of own work or that of others on the team.
Typical Education	<ul style="list-style-type: none"> * Three years of work experience in the occupational field or specialized subject area of the work assigned to the job. 	<ul style="list-style-type: none"> • Requires technical know-how and broad understanding of subject area. • May require vocational qualification or certification.