

Maranatha Baptist University

Job Description

Job Title: *Data Specialist*

Department:	Student Life Office	Supervisor:	Dean of Students
Employee Name:		Employee Classification:	S-3
Prepared by:	Dr. Andrew Goodwill	Date Updated:	4/2026

Mission

The mission of the Student Life Office is to positively and compassionately impact students by developing spiritual and leadership qualities through: (1) personal discipleship/mentoring (2) directed Bible studies, (3) ministry opportunities, and (4) accountability.

Summary

The Data Specialist oversees processes, surveys, and reports involved to ensure information is up to date within the affairs of the Student Life Office. The position also provides customer service to those who come into contact with the Student Life Office. The Data Specialist is a 10-month position with 15-18 hours per week during the semester (including in-service and post-service weeks). The position has some remote possibilities if necessary but does require on-site availability during the semester.

Essential Duties and Responsibilities

- 1) Maintaining student lists and records, such as the off-campus housing report or demerit/room fail reports
- 2) Managing SLO Surveys and Student-Submitted Reports
 - a) Permanent Church Selection
 - b) Ministry Participation Surveys
 - c) Break Sign Outs and End of semester Reports
- 3) Adminstrating registrations, accesses, and permissions
 - a) Updating Vehicle Registration
 - b) Maintaining SLO keys
 - c) Maintenance of new key cards issued
 - d) Processing Off-Campus Living Applications
 - e) Processing requests to add/unblock YouTube clips
- 4) Facilitating Chapel Attendance
 - a) Processing chapel attendance (chapels, small groups, workshops, assemblies, and society)
 - b) Recording Exemptions from Chapel Attendance
 - c) Contacting absent students
 - d) Submitting demerits for chapel attendance issues
- 5) Managing the Building & Meal Duty schedule and time clock

Other Duties and Responsibilities

- Answering phones
- Submitting IT support tickets
- Processing demerits and fines
- Providing general office assistance

Supervisory Responsibilities

N/A

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform essential functions.

- Ability to climb stairs (SLO is located on the second floor; an elevator is not available)
- Adequate speaking and hearing ability

Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, or abilities required for the position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. The Data Specialist must be an individual who is self-motivated and can effectively organize and manage their own work time and activities.

- Flexibility
- Discrete and trustworthy with confidential information
- Skills in Excel and other Microsoft Office systems
- Multi-tasking
- Team player with good communication skills
- Attention to details
- Heart for college students
- Customer service oriented
- Strong organizational skills

As an employee of Maranatha, the Data Specialist is expected to help accomplish the mission of MBU in ways that include but are not limited to leading students in prayer, giving Biblical advice, mentoring in spiritual matters, helping students develop Christian maturity, and teaching the Word of God. This leadership of students should be accomplished through direct communication with the students, and it must also be accomplished by the example you set in your personal life both at and away from the ministry.

Evaluation

Performance of this position will be evaluated under the provisions of this description and policies of the Maranatha Baptist University Staff Handbook by the Dean of Students.