

**Job Title:** HEP Database Manager

**Division/Department:** Tri-State HEP

**Responsible to:** HEP Project Director

**Months Per Year:** 12

**Hours Per Week:** 40

**Credentials:** High School Graduate, Associate degree preferred

**Past Work Experience or Skills:**

Proficiency in oral and written communication in the English Language is essential; in Spanish is preferred; Proficient and knowledgeable in Microsoft Office/Word/Excel, Dropbox, data entry, filing and record keeping. Prior experience of working with disadvantage students preferred. Ability to maintain a high degree of confidentiality, flexibility, and a positive attitude.

**Job Purpose:**

TSH database manager will provide support and assistance to HEP project staff and students to establish and maintain a standard of excellence. Responsibilities include assisting with projects as assigned, entering program data, preparing reports, and providing clerical support to HEP staff.

**Major Duties and Responsibilities:**

1. Complete required and assigned paperwork in timely and accurate fashion.
2. Answer phones and take message; operate office machines (fax, copy machines, etc.)
3. Maintain the project Database through input of all current student information.
4. Monitor and assist with the implementation of technology/computer programs.
5. Responsible for tracking system, maintaining minutes of staff meetings, & student files.
6. Assist site staff with accepted student enrollments, completion of required forms, and development of student files.
7. Run reports and prepare for Annual Performance Report, C.J., and evaluations.
8. Order and distribute supplies and arrange for printing services.
9. Complete purchase requisitions under the direction of the Director.
10. Other duties as assigned by the HEP Director.

**Physical Requirements of the Position:**

1. Requires the ability to effectively communicate with other regarding goals and objectives of **Tri-State HEP** grant award.
2. Requires the ability to examine, review and adhere to the federal guidelines of the U.S. Dept. of Ed and OME effectively communicate with others the goals and objectives of the **Tri-State HEP** grant award.
3. Requires the ability to work without supervision, remote work occasionally, and the ability to work as a team.
4. Ability to lift 20-30 pounds and Possible overnight travel 5-15 nights a year.