Purpose of the Position
The Data Administrative Assistant is responsible for the implementation of the College Values, Vision and Mission, College policies and procedures. In conjunction with the Assistant Principal - Curriculum, the Data Administrative Assistant provides administrative support to the College by assisting with data entry, collection and management.

Qualifications
Tertiary qualifications at Certificate level or equivalent relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

Characteristics
The Data Administrative Assistant is required to update, maintain and manage information on various computer databases. A key function of this role is overseeing student progression through data analysis. The Data Administrative Assistant will be responsible and accountable to the Assistant Principal - Curriculum.

There is a range of roles and tasks in a variety of contexts that relate to this role. The Data Administrative Assistant will need to ensure all reporting is inclusive and comprehensive which involves gathering information, amending and delivering reports. Delivery of information will be to various people within the College community and at times external organisations.

The Data Administrative Assistant needs to be a highly self-motivated person with essential requirements of this role including the ability to problem solve and work to timeframes in order to meet deadlines. Working efficiently, accurately and having attention to detail is an important part of this role.

Typical Skills & Responsibilities
Typical duties performed include, but not limited to:

1. **Inputting of raw data into various databases followed by the extraction and analysis of data trends and presenting this data in various meaningful ways. Databases include but are not limited to:**

   - Timetabling
   - Reporting
   - eMinerva
   - Engage
   - School leavers system
   - QCAA Student Management
   - Business Intelligence

2. **Presentation of data from databases in various ways including**

   - Microsoft Excel
   - Microsoft Word
   - Adobe PDF
   - Analysing data for trends using various methods

3. **Provide Secretarial and Administrative Support**

- Mail Merging information
- Prepare and manage correspondence, reports and documents
- Maintain filing systems
- Creation of online surveys

Skills and Abilities
- Supportive of the Catholic Ethos of St Mary's College
- Friendly and adaptable
- Able to work independently and as part of a team
- Good communication skills and interpersonal skills
- Possess excellent interpersonal skills (written and verbal)
- Possess excellent time management skills
- Confident use of technology

Knowledge
- An understanding of school organisation and personnel
- Possess the willingness to keep abreast of changing technology

Experience
- Intermediate experience in Microsoft Office and advanced experience in Excel is essential
- Having past experience with various databases

Reporting and Other Relationships
The Data Administrative Assistant is responsible to and reports to the Assistant Principal – Curriculum. Significant relationships will also exist with other members of the Administration Team, other staff members, parents, students and staff of Brisbane Catholic Education.

Working with children legislation
This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law.

Classification
As per School Officer award depending on knowledge, skills and experience of the successful applicant.