

Job Description – Data Specialist

Reports To: Executive Director
FLSA Classification: Full Time, Exempt
Date Revised: June 2026

Position Summary

The Data Specialist is responsible for accurately inputting, maintaining, and updating Upstate AHEC's information/data in the appropriate digital databases and spreadsheets. This role ensures data integrity and supports business operations by verifying accuracy, organizing records, and conducting timely data entry. The position may also provide administrative support and assistance with special projects requiring large-scale or high-volume data entry.

Position Responsibilities - Essential Job Functions

1. Collaborate with the Workforce Development Manager to maintain and update the Salesforce database.
2. Receive and process source data provided by Upstate AHEC's Workforce Development Manager for entry into Salesforce and other data platforms.
3. Enter and reconcile data in the AHEC Learning Portal (ALP) registration system and other designated databases in coordination with Upstate AHEC CPD, HCP, and HPS Coordinators.
4. Generate reports and provide data as requested by SCAHEC, Upstate AHEC Coordinators, and the Upstate AHEC Workforce Development Manager.
5. Compile and maintain data and information needed to support center operations and evaluation activities.
6. Assist with posting content to social media platforms and pulling social media analytics.
7. Assist with meeting/events planning, and other tasks to support all program areas.

Additional Duties and Responsibilities

8. Transfer data from hard copies to digital formats with a focus on accuracy.
9. Review, verify, and update outdated or inconsistent data entries.
10. Identify and correct errors or discrepancies in records.
11. Conduct regular database backups to ensure data security and recovery.
12. Locate and retrieve specific information from files or databases as needed.
13. Operate standard office equipment such as scanners, printers, and copiers.
14. Assist with special projects involving large-scale or high-volume data entry.

Administrative Duties and Responsibilities

15. Assist the Workforce Development Manager in preparing for meetings, including compiling data, creating handouts/materials, and providing logistical support for scheduling and organization.
16. Provide general administrative support as needed.
17. Perform other duties as assigned.

It is understood that every incidental duty connected with operations detailed in this job description are not always specifically described, and employees, at the discretion of Upstate AHEC, may be required to perform duties not within their job descriptions and as requested as the discretion of management of Upstate AHEC.

Essential Skills and Experience

An equivalent combination of education and experience may be considered.

- High school diploma or equivalent required; associate degree preferred.
- Prior experience in data entry or administrative support preferred.
- Valid Driver's license and reliable transportation required.

Beneficial Skills and Experience

- Strong attention to detail and accuracy.
- Proficient typing speed and data entry skills.
- Competency with Microsoft Office Suite (Excel, Word, Outlook) and database systems; Salesforce preferred.
- Ability to organize, prioritize, and manage multiple tasks simultaneously.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Problem-solving and analytical skills to identify and correct errors.

ADA Requisites

- Physical Requirements: Ability to exert moderate physical effort in light work, including stooping, kneeling, crouching, and lifting or moving objects up to 25 pounds. May require extended periods at a keyboard or workstation.
- Data Conception: Ability to compare and judge data, people, or things against established standards.
- Interpersonal Communications: Ability to clearly exchange information and receive direction from supervisors.
- Language Ability: Ability to read and prepare reports, contracts, and correspondence with proper grammar and format. Ability to present with poise and confidence.
- Intelligence: Ability to apply logical thinking, make independent judgments, and learn complex principles and techniques.
- Verbal Aptitude: Ability to explain procedures, provide instructions, and communicate effectively in professional and technical contexts.
- Numerical Aptitude: Ability to perform calculations including addition, subtraction, multiplication, division, percentages, ratios, and time computations.
- Form/Spatial Aptitude: Ability to visually inspect and interpret shapes, measurements, and information.
- Motor Coordination: Ability to coordinate hand-eye tasks using office machinery and vehicles.
- Manual Dexterity: Ability to handle office equipment, keyboards, and controls with coordination.
- Color Discrimination: Ability to differentiate colors and shades of color.
- Interpersonal Temperament: Ability to work effectively under stress and deadlines while maintaining professionalism.
- Physical Communications: Ability to talk and hear to exchange ideas and perceive sounds.

Performance Indicators

- Demonstrates knowledge of AHEC's mission, standards, and program goals.
- Assesses educational needs and develops responsive programs.
- Makes sound decisions and demonstrates initiative with minimal supervision.

- Communicates clearly through reports, presentations, and stakeholder engagement.
- Maintains positive working relationships with staff, partners, and community stakeholders.
- Uses technology effectively for program coordination and reporting.
- Demonstrates strong organizational and time-management skills.
- Maintains accountability, reliability, and professional conduct.
- Upholds high standards of safety, accuracy, and quality in all responsibilities.
- Data Conception: Ability to compare and judge data, people, or things against established standards.
- Interpersonal Communications: Ability to clearly exchange information and receive direction from supervisors.
- Language Ability: Ability to read and prepare reports, contracts, and correspondence with proper grammar and format.

Upstate AHEC has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the Organization may deem appropriate. Upstate AHEC is an at-will employment organization.

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