



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

Data Coordinator

Location: Erie

Department: Graduate and Professional Admissions (GPA)

Reports To: Director of Graduate and Professional Admissions

Full Time

Classification: Staff

Closes: Open Until Filled

POSITION SUMMARY:

The Graduate and Professional Admissions Data Coordinator position is responsible for coordinating the application process for all graduate and professional program applicants. Additional duties include working cooperatively with admissions counselors and maintaining the electronic application filing system within Slate; processing decision letters; financial aid offer letters; and more. The position requirements include excellent time management, ability to work with others, and attention to detail.

DUTIES AND RESPONSIBILITIES:

- Coordinates the application process for all graduate and professional applicants
- Maintains electronic filing system for applications and corresponding credentials within Slate and Colleague
- Processes decision letters
- Processes financial aid offer letters
- Oversees student work studies within the office
- Facilitates copy files to The Office of Academic Affairs for new student onboarding
- May require additional responsibilities

QUALIFICATIONS:

- **EDUCATION**
Bachelor's degree preferred
- **KNOWLEDGE/EXPERIENCE**
Previous data entry / process management experience preferred
- **SKILLS/ABILITIES**
Able to work in a fast-paced, team environment
Confidentiality a must, strong communication, written and verbal skills, excellent clerical/general office skills;
High ethical standards and professional behavior

Must have excellent interpersonal and communication skills (verbal and written); be able to work

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

**Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu**

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Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

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Candidates must be currently eligible to work in the United States.