

**Posting
Research and Records Coordinator
Term Position**

Priority Comment

OPEN Competition: This position will be posted until January 9 2022, however applications will be reviewed on a regular basis in preparation for interviews in late January. Ideally, we are looking for a candidate who will be available to start early February 2022.

Research and Records Coordinator

Reporting to the Manager, Research and Records, the incumbent is responsible for ensuring the accuracy, quality, completeness and integrity of database information on the Department's 150,000 individual and corporate records and other duties in support of data integrity and access.

The incumbent is responsible for accurately entering data into the Banner database. This involves:

- Ensuring that Carleton University data standards are adhered to; producing written data entry procedures as required.
- Ensuring that all new information obtained is correctly and accurately entered on the database record.
- Updating record information: recording returned mail, address updates received via many sources (web, e-mail, staff, magazine, returned receipts, etc.), coding deceased records, etc.
- Adding new records in Banner (including new graduates, new parents, new prospects, etc.)

The incumbent is responsible for researching up-to-date address, telephone, e-mail, employer, biographical and other relevant personal information on Advancement database records. This involves:

- Adhering to practices and procedures for conducting research/tracing and updating written documentation on these practices/procedures as required.
- Ensuring that all research conducted and information recorded is done in a consistent, complete and efficient manner.
- Ensuring that accurate and complete research is conducted on alumni, parents and friends as soon as it is learned that existing information is no longer correct.
- Reviewing and assessing all sources of information in addition to those obtained directly through research efforts (i.e. submissions to the alumni magazine, responses to surveys, information received from academic department, news clippings, telephone calls, etc.).
- Implementing research/tracing priorities in light of the requirements of fundraising and alumni programs and based on priorities established by the Manager, Research and Records.
- Calling constituents as required to follow-up on address change information and other data updates.
- Conducting training sessions for new and existing staff to ensure they are making maximum use of Carleton's administrative systems, in particular the Banner Prospect Management module, as they relate to research.
- Responding to or forwarding, as appropriate, electronic Advancement mail to Advancement staff for follow-up.
- Performing other administrative functions related to tracing, research and data entry as required.
- Provide administrative support to the Research and Records team, as required;

- Supporting colleagues and students in their efforts to use Banner Advancement;
- Reviewing online and print publications to ensure that the Manager, Research and Records has accurate local, national and international alumni, donor and prospect information;
- Liaising with Ketchum Canada for prospect research requests and briefings;
- Supporting File Management initiatives under the direction of the Manager, Research and Records;
- Assist with the implementation of the Document Imaging project.
- Other duties, as assigned.

Education and Experience:

The above is normally acquired through the completion of:

- Minimum of 2 years progressive experience in University Advancement or nonprofit sector, experience in data entry, office organization, research and, particularly, the use of computer systems and databases. Preference will be given to candidates with experience of Banner Advancement.
- Minimum of two years post-secondary education.

Salary (with Salary Rate): 53,237.00 - 58,101.00/Year

HR Note:

Equivalencies will be considered. Applicants are encouraged to provide information which may demonstrate equivalent qualifications. Please note that applicants may be required to complete an employment test as part of the selection process for this position. Those applicants that are selected for an interview will be requested to contact the Human Resource Advisor assigned to this competition as soon as possible to discuss any accommodation requirements. Arrangements will be made to accommodate your request in a timely manner. Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

To apply click on the link below:

<https://carleton.ca/hr/career-opportunities/staff/>