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# Example of Data Assistant Job Description

Our company is growing rapidly and is looking to fill the role of data assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for data assistant

* Process distribution paperwork for review and coordinate processing of distributions with asset holder
* Prepare loan paperwork for review and coordinates processing of loans with asset holder
* Complete filing tasks and other organizational assignments as assigned
* Utilize office equipment including personal computer, scanner, fax and calculator
* Serve as backup for other associates during scheduled and unscheduled absences
* Assists Manager with duties such as coordinating and monitoring the flow of work
* Researches training needs
* Provides post-training support to users through personal contact, workshops, group meetings, and by preparing educational/informational materials in order to ensure effective systems usage
* Establishes and maintains training schedules
* Assists in reviewing production systems for compliance with applicable standards

## Qualifications for data assistant

* Undertake guided bespoke research and analyses in response to requests from the DoSPG team
* Manage, with guidance, their own analysis and administrative activities
* Use creativity to locate relevant data sources and analyse and interpret raw data
* Utilise the local knowledge gained in the DoSPG to assist the DoSPG in its interpretation of data, ensuring the best possible understanding and informed usage of data at University level
* Participate in such University and external networks and fora as may be relevant to the role
* Demonstrate a sound understanding of iAnalyse