

# CRM DATA SPECIALIST

## ADMISSIONS

**Description:** The CRM Data Specialist will assist with the management and coordination of the Slate Customer Relationship Management system. Responsibilities include, but are not limited to, maintaining accurate data and records, resolving issues, identifying and correcting discrepancies, assisting with communications, and providing user support. This position will also assist with the migration and integration of data and participate in system upgrades and testing.

**Minimum Requirements:** Must have a bachelor's degree. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history are required.

**Knowledge, Skills and Abilities:** Basic understanding of CRM systems (experience with Salesforce, Slate, or similar platforms is a plus). Proficiency in Microsoft Office, especially Excel, including data analysis tools. Strong analytical and problem-solving skills with attention to detail. Ability to assist staff with system usage and support.

**Hire Range:** \$38,000- \$ 41,000 annually

**University Hours:** 8:00am – 5:00pm, Monday – Friday

**Position Work Hours:** 37.5 hours per week.

**To include some nights and weekends**

**Class Code:** CB65 – **State Title:** Student Svcs Pgrm Crd I

**Position #:** – **Band:** 04

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Applications must be submitted online at [www.careers.sc.gov](https://www.careers.sc.gov). Receipt of individual applications not acknowledged. See position status at [www.lander.edu/hr](https://www.lander.edu/hr). Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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