## **Processing Systems Coordinator – Job Description Summary**

Assist in establishing and coordinating priorities pertaining to core processing system issues and to assist in defining and maintaining core system security measures. Serves as primary operational liaison with the various departments requesting security enhancements, operational limitations, and general platform questions.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Physical demands
- Work environment
- Mental demands