Official Title: Student System Analyst   **Job Code**: 3710
Salary Group: Unclassified - 2

Summary
Function: Coordinates with OIT planning, directing, and administering computer programs.

Scope: Follows specified guidelines and computer operations system standards in inputting, reporting, implementing, monitoring and documenting of information for Enrollment Management (Admissions, Records and Registration, financial aid, and Lobo Den).

Duties
Essential:

Provide support and assist the division of Enrollment Management (Admissions, Records and Registration, financial aid, and Lobo Den) in the planning, implementation, coordination and operation of the Enrollment Management technology (Banner, BCM, etc).

Provide support and assist the division of Enrollment Management in the planning, implementation, coordination and operation of degree planning tools.

Provide support and assist the division of Enrollment Management in the institutional reporting.

Provide database support using appropriate software (tools such as SQL) to users in the division of Enrollment Management to support student recruitment and success initiatives.

Serve as a liaison with OIT on system implementation, upgrades, redesigns, resolving system problems affecting Enrollment and Information Management areas as well as maximizing efforts to increase automated systems development.

Coordinate enhancements, additions, upgrades, and functionality as it pertains to Enrollment Management

Responsible for user testing coordination with the Enrollment Management during implementation and upgrades to various software.

Collaborate with all constituents of the division of Enrollment Management in improving data accessibility to management and end users in preparing reports of enrollment data and trends to facilitate recruitment and retention of students.

Prepare and maintain system user documentation for processes within the various computer software applications.

Analyze current reporting, data input, and processing procedures for functionality, completeness and data integrity. Help end users to interpret data and implement adjustments to procedures as necessary to provide more accurate data and reporting by keeping staff informed of updates and changes in data entry procedures.

Serve on University committees as assigned and provide expert advice as called.

Serve as technical contact for the departments concerning financial aid management component, recruiting and admissions, records and registration and advising of the student information system;

Other duties as assigned.

Non-Essential:

Supervision
Received: Reports to the Director of Financial Aid.

Given:

Education
Required: High school graduate with business coursers or equivalent

Preferred: Bachelor's degree. Bachelor's degree may be substituted for experience n appropriate field.

Experience
Required: Five years experience in computer information systems; experience with computerized systems.

Preferred:

Equipment/Skills
Required: Demonstrated strong organizational, administrative and writing skills; ability to work well under pressure and to produce accurate, simultaneous projects at a consistent pace; ability to produce high quality work with special attention to detail; excellent interpersonal skills and ability to work independently as well as a team member.

Preferred:

Working Conditions
Usual: Exempt from overtime provisions. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: May, 2013