POSITION TITLE: Enrollment Management Data Analyst for Admissions

JOB CLASS: Staff
SUPERVISOR: VP for Enrollment

CLASSIFICATION: Full Time
LOCATION: DeLand

SUPERVISORY: DEPARTMENT: ADMISSIONS

POSITION OVERVIEW: The Data Management Analyst maintains the data integrity of the Admissions databases and provides functional user and high level technical expertise. Responsible for Admissions office data integrity and for reporting to all state and federal agencies as requested. Responsible for the operational maintenance and data integrity of the Admissions databases including, but not limited to BANNER and Hobson’s CONNECT, Ellecian BDMS, and ensures accuracy of data by updating and changing student information, and by developing methods to check for discrepancies. Builds and maintains data mapping and import and export rules of a wide range of source files, including Connect, Common Application, CollegeNet, ACT, and SAT, NPC, etc. and all work related to processing student applications and reports. Quality assures all data entered by identifying and correcting discrepancies.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:

- Bachelor’s degree, or equivalent certificate of competency, supplemented by two years of college with course work in information sciences; or three (3) years of experience in a wide scope of modern data management procedures and practices, or an equivalent combination of training and experience.
- Extensive knowledge in use and structure of databases and spreadsheets software; Broad experience with relational database management required, including proficiency in SQL, HTML, Python, COGNOS, ARGOS, or other report writing and querying tools. Strong skill and ability to provide report information in spreadsheet, graph, and table format; ability to maintain confidentiality; and skilled in all areas of Windows and Microsoft Office.
- Be able to manage multiple tasks in a fast paced and high pressure high stakes environment.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities (please note that any physical requirements should be listed as a part of relevant essential functions, i.e. lifting requirements, equipment operations, etc.):

- Responsible for the operational maintenance and data integrity of the Admissions databases including, but not limited to BANNER and Hobson’s CONNECT, and ensures accuracy of data by updating and changing student information, and by developing methods to check for discrepancies. Running import/export process for various mass data entry loads; editing large data
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sets to ensure accuracy on up-loads; bridging information on a daily basis from CRM to Banner and all IR office and one-stop shop interfaces.

- Works closely with IT/Information Services staff to improve database operations and data import/export processes; monitors, filters and corrects data and troubleshoots and problem solves all system related issues
- Develops procedures to automate manually performed procedures
- Synchronizes prospective student information between web application and database and develops procedures related to handling of data
- Other duties as assigned:
  - Assists with data entry during high volume periods
  - Assists Workflow Manager with mailings to prospective students, institutions and businesses, compiles data and mail merge reports for direct and e-mail campaigns, and streamlines office operations to maximize efficiency
  - Participates in on-campus recruitment events and performs other duties as required
  - Retrieval of online applications and application credentials
  - Sorting, organizing, and matching application credentials of prospective students
  - Data entry of application credentials; marking the proper notation on file folders; preparing files for the Registrar’s Office
- Performs other site and position specific functions as assigned.

ROUTINE DUTIES AND RESPONSIBILITIES:

Detail the routine daily tasks and responsibilities:

- Builds and maintains data mapping and import and export rules of a wide range of source files, including Connect, Common Application, CollegeNet, ACT, and SAT, NPC, etc. Performs database and import table maintenance
- Creates and maintains queries and communication flow rules utilizing ARGOS, SQL, and MS ACCESS tools and languages, Maintains and develops ad-hoc reports. Maintaining and disseminating the Weekly Report
- Document imaging, indexing and Data entry of application credentials; marking the proper notation on file folders; preparing files for the Registrar’s Office.
- Works closely with IT/Information Services staff to improve database operations and data import/export processes; monitors, filters and corrects data and troubleshoots and problem solves all system related issues
- Develops procedures to automate manually performed procedures
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  - Assists with data entry during high volume periods
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  - Participates in on-campus recruitment events and performs other duties as required
  - Retrieval of online applications and application credentials
  - Sorting, organizing, and matching application credentials of prospective students
  - Data entry of application credentials; marking the proper notation on file folders; preparing files for the Registrar’s Office
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WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.