OFFICE OF ADMISSIONS
DATA SUPPORT SPECIALIST
Full-time: with benefits

BASIC JOB DESCRIPTION: Performs quality input and reporting of information and other data support activities, through the complete and accurate entry, collection, maintenance, manipulation and reporting of student admissions data, and clerical and administrative work related to processing student applications and reports. Quality assures all data entered by identifying and correcting discrepancies. Work involves the exercise of initiative, independent judgment, and discretion in various duties. Position requires ability to enter, review and ensure data accuracy and integrity, work with sensitive issues requiring high levels of confidentiality, as well as to positively promote the university's programs when in contact with prospective students.

QUALIFICATIONS: High school diploma, GED, or equivalent certificate of competency, supplemented by two years of business college with course work or three (3) years of experience in a wide scope of modern office procedures and practices, or an equivalent combination of training and experience. Applicants for this position should be knowledgeable in use and structure of databases and spreadsheets software; some knowledge of student information systems and/or personnel/payroll systems; ability to develop reports using queries; ability to provide report information in spreadsheet, graph, and table format; ability to maintain confidentiality; and skilled in all areas of Windows, Microsoft Office, and be able to manage multiple tasks, ability to work under pressure and meet deadlines; ability to organize and perform work independently; ability to maintain computerized records and systems; skill in keyboarding and data entry. Additional qualifications include above-average typing skills, strong verbal and written communication skills, ability and desire to work in an office environment that is fast-paced, while frequently interacting with prospective students and their families, as well as the Stetson community and the public.

ESSENTIAL JOB FUNCTIONS: Uploading and hand-entering applications and application credentials into CRM; ensuring upload accuracy and verifying data in CRM is accurate; Sorting, organizing, and matching application credentials of prospective students and creating and completing applicant file folders; Compiling application and deposit reports daily; Entering enrollment deposits into CRM and Banner; Reconciling application fees and deposits; Assist in registration for special events: entering RSVPs, compiling reports, onsite registration, and sending out parking email; Other duties as assigned: Coordinating and purchasing office supplies, monitoring filing system and inventory needs, both internally and at the campus warehouse; Retrieval of online applications on an as needed basis; Back up to running the import/export process from CRM to Banner (the bridge process); Assist in monitoring filing system; Back up to data entry of prospective student credentials, SAT and ACT uploads, address changes, and various reports; Saturday hours (on a rotating basis with all other operations staff during academic year).

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. Occasional and sometimes frequent hours outside the normal University schedule.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and 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.

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.