

Coordinator, Enrollment Management Data

FLSA Status: Exempt

Pay Grade: 15

Job Title ID: 120503

Job Series/Job Family: Student Support & Success Series / Student Recruitment & Success Family

Reports To

Director, Enrollment Management

Job Purpose

To plan, create and manage the data systems for the Enrollment Management Office, which will include the development and management of new automated systems, web based systems, and workflow.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Responds to requests for complex queries from the College database system; gathers, compiles and performs initial data analysis; develops systematic documentation of computer applications written for the office of Student Support & Success Series. Prepares reports and data files for external and internal use, ensuring compliance with federal and state privacy laws.
2. Maintains Enrollment Management web pages.
3. Generates and maintains all statistical reports, provides training, and acts as a consultant to the staff regarding new electronic processes.
4. Researches and analyzes student data to support student access and success (i.e. recruitment, enrollment, retention, particularly in special programs such as Bridge, Youth Programs, and Men of Distinction).
5. Assists the Director in planning and implementing short- and long-term goals and objectives for student enrollment and retention.
6. Creates reports for the director and for internal and external stake holders.
7. Administers and coordinates the Enrollment Management Plan.
8. Develops and maintains department and college-wide data and communication management systems.
9. Develops internal college web surveys.
10. Interacts with the Information Technology department and The Higher Education Coordinating Board in regards to new automated systems or trouble shooting technical issues.
11. Provides guidance to the Information Technology department when upgrading or enhancing the Enrollment Management database system.
12. Researches, evaluates, and recommends changes to systems and processes related to the collection, reporting, and dissemination of information.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Data collection, verification, and compilation methods.
- Report design.
- Ability to communicate clearly and explain complex systems to non-technical personnel.
- Basic querying methods.
- Processes and procedures used in maintaining all aspects of a College-wide communications management

system.

Preferred

- Student enrollment and data tracking processes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Generating computer reports using queries.
- Creating, maintaining, and updating web page documents.
- Working collaboratively.
- Analysis, research and data manipulation to support or justify a position, policy, or practice.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, databases and website technology.

Physical Requirements

Required

- Work is routinely performed in office environments
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Occasional lifting of objects up to 10 pounds

Work Experience

Required

- Two years related work experience, including significant experience with data collection, data analysis, and reporting.

Education

Required

- Bachelor's degree.

Other

Preferred

- Professional level programming and information technology skills.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.