

POSITION DESCRIPTION

TITLE: Data Management Specialist - (Full-Time, Temporary)

Collective Bargaining – Ineligible - Contingent

Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

Reporting to the Registrar, the Data Management Specialist provides focused data review and analytical support to the Registrar's Office as part of ongoing work to transition to a new student information system. Assists the Registrar in reviewing and reporting academic data; management of data clean-up in the Anthology system; training and support of academic users in the management of SIS data; and performing other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Develops and maintains a responsive customer service approach effective for faculty, staff, and students.
- Maintains the records and systems related to student enrollment and academic information with discretion and accuracy in accordance with internal policies and external policies.
- Assists with ongoing data cleaning, process development, and report/view building within new campus ERP.
- Collaborates with members of the office to prepare/provide reports as requested by faculty, administration and other offices.
- Assists with training and working with faculty in the Anthology system.
- Engages in detailed record review and troubleshooting.
- Maintains a tracking system of identified problems/problematic data and their status towards resolution.
- Generates templates, guidelines, and/or relevant forms to support new business processes in office.
- Ability to maintain a high level of attention to detail and data accuracy while working under time-sensitive deadlines.
- Ability to interpret computer terminology, data, standards, instructions, and relate information to the Anthology system.

Position Description

Data Management Specialist (full-time, temporary)

Page 2

- Ability to work independently and resolve diverse problems.
- Ability to plan, develop, and complete reports of academic data.
- Ability to communicate clearly and effectively.
- Ability to consider business processes while solving problems.

MINIMUM QUALIFICATIONS:

- Education: Associate's degree required; Bachelor's degree preferred.
- Experience: Two (2) to four (4) years administrative experience in a Registrar's office preferred; at least one year of other administrative experience in data review and management in higher education required.
- Comprehensive experience and strong facility with data management system, Excel, and computerized student information systems required, with particular preference given to a candidate with knowledge of Anthology.
- Detailed knowledge of academic standards and processes.
- Strong verbal and interpersonal skills.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.