



Enrollment Management Technology Specialist

Enrollment Management

EM/04

JOB SUMMARY

This position is responsible for supporting the technological functions and data analysis needs related to enrollment management.

MAJOR DUTIES

- Provides project and end-user support of student information systems (Ellucian Banner Student and Financial Aid) within the enrollment management group.
- Assists in identifying, analyzing, and resolving data and system errors and discrepancies.
- Provides technical training and support to staff and faculty in the use of student information systems.
- Oversees, researches, compiles, and provides analysis of data on enterprise data systems related to enrollment and business processes.
- Develops, executes, and integrates processes and data flow to assist the college in achieving enrollment objectives.
- Investigates, evaluates, and recommends new technology solutions to management.
- Serves as a liaison between the enrollment management and technology services divisions.
- Assists in the resolutions of campus IT issues as requested.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of national, state, and college student information systems. Dartton currently uses Ellucian Banner and SQL.
- Knowledge of information systems management principles.
- Knowledge of complex systems troubleshooting and maintenance principles.
- Knowledge of web-based interfaces and web browsers.
- Skill in the operation of computers and job related software programs.
- Skill in decision-making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant Vice President for Enrollment Management assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES

Guidelines include Title IV funding regulations, Family Education Rights and Privacy Act requirements, NCES reporting guidelines, University System of Georgia Data Mart guidelines, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and technical duties. Strict regulations contribute to the complexity

of the position.

- The purpose of this position is to direct information technology functions related to the college's enrollment management operations. Success in this position contributes to the successful achievement of enrollment goals and standards.

CONTACTS

- Contacts are typically with co-workers, other college employees, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a bachelor's degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.