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## Auburn University Job Description

Job Title: **Student Info Systems Trainer**

Job Family: No Family

Job Code: **AD36**

Grade SR05 \$33,400 - \$46,800

FLSA status: Exempt

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### Job Summary

Reporting to the Associate Registrar, the Student Information Systems Trainer coordinates the development and instruction of staff training and materials specific to the Banner Student Information System, Ad Astra Schedule System, and Family Education Rights and Privacy Act (FERPA) guidelines for the University.

### Essential Functions

1. Schedules and presents workshops for training in all routine functions in the Banner Student Information System by organizing a bi-weekly orientation for new hires that require access to the System. Schedules and presents training for Ad Astra and FERPA in a group and/or one-on-one setting. Maintains documentation of training conducted, attended, and forecasted, as well as other required documentation requested. Assesses completion and success in training and applies profiles and access to staff in Banner. Assesses learning outcomes through questionnaires and direct feedback to enhance future training.
2. Develops and designs manuals and standard operating procedures for all routine functions in the Banner Student Information System, Ad Astra, and FERPA guidelines.
3. Communicates with Banner Student and Ad Astra users, assists with issues, maintains and updates system setting roles, regions, and users, and adds/updates buildings and rooms to the system. Collaborates with Office of Information Technology and Ad Astra vendor regarding conflicts or issues. Assists the University Scheduler Coordinator, faculty members, and staff with scheduling events and rooms in Ad Astra.
4. Serves as the point of contact for the third party vendors, Ad Astra Schedule System and Tiger Scheduler.
5. Disseminates updated information to all staff with access to the Banner Student Information System.
6. May perform other duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Marketing, Communications, Business Administration or related field.
<b>Experience (yrs.)</b>	2	Experience in instructional teaching, training, or facilitation to include development of procedural documentation/manuals.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of training methods.

Comprehensive knowledge of fields, forms, and processes within Banner student information system.

Ability present information in clear and concise manner.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, sitting, climbing or balancing, stooping/kneeling/crouching/crawling, .

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/10/2022

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