
Auburn University Job Description

Job Title: **Spec, Enrollment Systems**

Grade: SR09 \$45,100 - \$72,200

Job Code: **AD91**

FLSA status: Exempt

Job Family: Student Resources

Job Function: Student Services

Job Summary

The Enrollment Systems Specialist provides technical support and expertise to the Division of Enrollment Management, including Undergraduate Admissions and Financial Aid and Scholarships by administering all technology based systems in the division of Enrollment Management, including Slate CRM, Ellucian Banner, Ephesoft, Campuslogic, and Blackbaud award management.

Essential Functions

1. Assists with monitoring secure bi-directional daily file transfers between Enrollment Management specific (Slate CRM, Blackbaud Award Management, Ephesoft, CampusLogic) technology and AU technologies (Ellucian Banner Student Information Systems, Appworx, TouchNet), and reviewing data integration for errors. Researches and rectifies data issues and works with division leadership, IT colleagues and OIT to improve data integration processes.
2. Assists with providing user support to the division of Enrollment Management and its personnel in the areas of Slate, Banner, and Blackbaud Award Management in order to maintain the numerous enrollment-related software solutions and their processes.
3. Assists with the implementation and ongoing maintenance of Shamrock Solutions Ephesoft (OCR).
4. Performs functional testing of patches and upgrades to the Banner Student module and Appworx to ensure proper data integration to Enrollment Management specific technologies.
5. Participates on the advisory and installation committees involved with installing new or upgraded administrative systems, technology deployment, or process improvements to ensure business processes are configured in a way to optimize functionality.
6. Provides technical guidance and support to students, parents, and staff regarding supported systems for admissions, financial aid, and scholarship inquiries and offers technical assistance as needed, working with vendors to resolve issues.
7. Serves as a liaison between OIT and the division of Enrollment Management to ensure data integrity by working cooperatively with OIT to build streamlined processes and assisting with the automation of data feeds of Slate, Blackbaud award management, Ephesoft, and CampusLogic to/from Banner.
8. Reviews and edits various SQL statements. Develops SQL reports and queries, documents, workflows, and oversees and recommends best practices, processes, and workflows.

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>
Education	Bachelor's Degree	No Specific Discipline
Experience (yrs.)	4	Experience in data management tools and systems, data analysis and reporting, or enrollment systems.

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 data management tools and software, such as Slate, Banner, Appworx, Ephesoft, MS Excel. Knowledge of SQL and database management concepts, to write, edit, and analyze data using SQL statements. Excellent communication and interpersonal skills to interact effectively with students, parents, and staff, as well as to collaborate with colleagues and stakeholders across different departments and organizations. Knowledge of higher education and/or enrollment systems and processes. Strong analytical skills with the ability to extract, manipulate, and analyze data.

Certification or Licensure Requirements

Pre-Employment Screening Requirements

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 sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Ability to see information in print and/or electronically.

Date: 10/5/2023
