



JOB INFORMATION

Job Code	AD91
Job Description Title	Spec, Enrollment Systems
Pay Grade	SR09
Range Minimum	\$47,800
33rd %	\$57,360
Range Midpoint	\$62,150
67th %	\$66,930
Range Maximum	\$76,490
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/5/2023

JOB FAMILY AND FUNCTION

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.

RESPONSIBILITIES

- 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.
- 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.
- Assists with the implementation and ongoing maintenance of Shamrock Solutions Ephesoft (OCR).
- Performs functional testing of patches and upgrades to the Banner Student module and Appworx to ensure proper data integration to Enrollment Management specific technologies.
- 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.
- 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.
- 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.
- Reviews and edits various SQL statements. Develops SQL reports and queries, documents, workflows, and oversees and recommends best practices, processes, and workflows.

SUPERVISORY RESPONSIBILITIES

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

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No Specific Discipline	And	4 years of	Experience in data management tools and systems, data analysis and reporting, or enrollment systems.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	And
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.	And
Knowledge of higher education and/or enrollment systems and processes.	And
Strong analytical skills with the ability to extract, manipulate, and analyze data	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				25 Pounds
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

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