



Job Description

Job Title:	Coordinator Student Information Systems	Grade:	J
Department:	Admissions, Registration, Student Records	FLSA:	Non-exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Provide coordination and support within Admissions, Registration and Student Records for activities related to the student information system. These activities include, but are not limited to, testing, developing/maintaining documentation, training, data retrieval/analysis, quality control and communications.

Characteristic Duties and Responsibilities:

1. Coordinate and participate in testing of the Colleague system.
2. Develop and maintain reference and training documentation.
3. Conduct data retrieval and analysis.
4. Review data integrity and assist with quality control.
5. Participate in development of communications management operations within the department.
6. Coordinate and assist with training/retraining.
7. Assist with the testing of patches and system revisions.
8. Coordinate conversion clean up activities.
9. Act as departmental liaison with ITS.
10. Assist other ESS areas with system issues as needed.
11. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director Admissions, Registration & Student Records

Direction Given: No authority or responsibility for directing the work of others, for project direction or program administration.

Minimum Requirements:

Minimum educational requirement is an Associate's degree in a computer related field. Three years of work experience in the fields of computer information systems and data analysis are also required, preferably in a higher education setting.



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Knowledge, Skills, Abilities and Worker Characteristics:

1. Excellent oral and written communication skills
2. Strong organizational skills; the ability to prioritize and work on several project simultaneously.
3. A high level of expertise in computer software applications (databases, work processing, graphics)
4. Data analysis skills

Working Conditions:

Typical office environment