Job Description

Job Title: FTE Reporting Specialist Senior
Job Code: 
Department: Compliance & Audit
Grade: J
Date: March 2006
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:
Performs a variety of complex administrative and technical tasks related to coordinating the Institutional Class Reports each semester.

Characteristic Duties and Responsibilities:

1. Collects, summarizes, inputs data for the Institutional Class Report; coordinates preparation of Institutional Report; reviews for accuracy and resolves issues when necessary; recommends improvements in procedures and processes.

2. Organizes and prepares annual Full Time Equivalency (FTE) audit; collects and summarizes data for auditors; interprets and explains state rules and regulations governing FTE reporting activities for the College.

3. Prepares and maintains reports related to FTE; systematically archives and stores raw data used in reports.

4. Reviews FTE figures and makes any necessary adjustments to incorrect records.

5. Assists Information Technology in upgrading reports and programs used in preparing Institutional Class Report.

6. Establishes schedules; monitors projects to ensure deadlines are met; reviews completed tasks and ensure deadlines are met; reviews completed tasks and ensures that any necessary corrections are made.

7. Develops and conducts training sessions on correct FTE reporting; assists faculty and staff to provide updates on new regulations and offers solutions to problems.

8. Forms partnerships with the college community and the Instructional Unit to increase efficiencies and sustainability of eligible FTE.

9. Performs other duties and special projects as assigned.

Reporting Relationships:

Direction Received: Reports to Associate VP Compliance & Audit
Direction Given: Provides functional guidance to administrative support staff

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.
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Minimum Requirements:

Requires knowledge of standard procedures in a field involving extensive training normally acquired through completion on an Associate’s degree; four to six years of related experience

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of rules, regulations, and procedures related to FTE auditing
- Knowledge of the North Carolina Administrative Code, Basic Skills Guidelines, Cooperative Education Guidelines and Continuing Education Guidelines
- Ability to work independently
- Ability to analyze problems and identify solutions; shows flexibility and resourcefulness in approaching atypical problems
- Ability to analyze and interpret information in both statistical and narrative forms
- Ability to handle multiple demands/projects with time management skills
- Ability to use computer software applications for work processing, spreadsheet and statistical analysis
- Strong verbal and written communication skills

Working Conditions:

Typical office environment; occasional minor discomforts from exposure to frequent use of a video display terminal; may require travel from building to building on the same campus or to different campuses