CLASS TITLE: ADMISSION & RECORDS SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of the Dean of Enrollment Management, serve as a member of the Admissions and Records leadership team and serve as an expert resource to the unit, division and campus; assist in developing the department’s electronic services presence and technology-related strategic direction; identify and facilitate the creation of technology and applications to support the campus enrollment priorities; assist in the improvement of Admissions and Records processes and procedures while being knowledgeable about local, state and federal regulatory mandates, issues and opportunities; coordinate data management consisting of data maintenance, audit, update and reporting; plan, write; test and maintain data analysis and reporting programs that enhance and support the unit’s report generation and data tracking needs. Responsible for monitoring the integrity of all admissions, enrollment, graduation and other records-related data. This would be done in conjunction with the campus central technology resource & IT, ERR (enterprise resource planning), computer database system (Sungard HE Banner).

REPRESENTATIVE DUTIES:

Provide expert technical assistance and training for Admissions and Records staff on system procedures, system integration, data integrity and reporting.

Retrieve information from databases for Admissions & Records and related departments. Determine required data format and presentation.

Access data in desired format for projects using Oracle enabled data access and reporting tools and ODBC products such as MS Access; design applications to generate reports and/or graphs to present and analyze information as necessary.

Utilize and foster the successful storage and retrieval of data across a variety of campus systems including but not limited to BANNER, Hershey Singularity, CCC Apply and ICCIS.

Review and evaluate database access and reporting software packages to streamline and enhance the Admissions and Records enterprise.

Create complex custom queries and programs for the department for a variety of Admissions & Records management needs. Reports may include: schedule of classes, enrollment tracking,
Maintain A&R/student service systems and interface such as Ed Plan, degree audit, SARS systems, etc.

Responsible for monitoring and maintaining the data integrity of all Admissions and Records tables, fields, reports and related systems.

Create queries to identify data integrity issues.

Work with the Information Technology staff to execute scripts to correct data issues.

Install and configure database access applications and troubleshoots database connectivity issues.

Plan, design, and create new databases for data collection, analysis and reporting for college office of Admission & Records.

Consult with Information Technology staff to create views & data blocks for data reporting and extraction.

Coordinate with Information Technology staff, Institutional Research staff, and other college staff to facilitate the resolution of database system issues in the Admissions and Records module and the development of new modified database processes and reporting requirements.

Act as first-line contact person for Admissions and Records staff for technical assistance with Admissions and Records student module system for testing, troubleshooting and problem resolution.

Test and debug applications to ensure accuracy of data and write related application documentation, including system upgrade testing and end-user documentation.

Provide training and technical assistance to users regarding the Admissions and Records module of the system, specifically to support each system upgrade and/or modification.

Communicate with personnel and various outside agencies as needed to exchange information and resolve issues or concerns.

Participate with users and IT in designing, testing, and implementing new computer programs as appropriate, including developing and maintaining related documentation.

Perform other related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Database access techniques such as ODBC.
Principles and techniques of programming and application generation tools.
Database structures, applications and capabilities of the Banner student module
Basic mathematics and statistics.
Fourth generation data handling tools.
Standard office computer software such as word processing, spreadsheet and database programs.
Report writing and data extraction methods in a relational database system.
Reporting data access tools such as Oracle Discoverer, Cognos, Argos, Crystal
Reports, ODBC enabled Oracle data access tools, others

ABILITY TO:
Access data and develop applications using PC based data reporting presentation tools.
Learn and use various software packages.
Understand new data processing concepts and techniques.
Gather and compile required data.
Perform mathematical calculations accurately.
Establish and maintain cooperative working relationship with others.
Assemble data and prepare reports using logic and creativity.
Perform a variety of specialized duties involved in the planning, testing and
maintenance of software system and applications.
Participate in feasibility studies and workgroups to meet college needs and resolve data and
operational issues

Establish and maintain cooperative and effective working relationships with others.
Effectively communicate, both verbally and in writing

EDUCATION AND EXPERIENCE:
Equivalent to a Bachelor’s degree in computer science, computer information systems or related
field: Five years experience (a graduate degree in a related field may be substituted for 2 years of
experience). Extensive knowledge and experience with Windows workstations and servers,
ODBC, SQL, ORACLE, Visual Basic, Java Script.
Significant experience in Admissions, Records, Registration and/or Recruitment functions
strongly desired
WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials and view a computer monitor
Hearing and speaking to exchange information
Sitting and operating a keyboard to enter and manipulate data into a computer for extended periods of time.

POSSIBLE HAZARDS:
Extended viewing of computer monitor.

September 20, 2007