



## **POSITION ANNOUNCEMENT**

**Job Title:** Data Specialist  
**Department:** Office of the Registrar  
**Reports To:** Registrar  
**Shift/Hours:** 40 hours per week  
**Prepared Date:** June 8, 2018

### **SUMMARY**

Performs data entry and updates of academic programs to Jenzabar program for both graduate and undergraduate advising and registration modules. Assists the Registrar in projects involving technology needs related to these modules.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Makes modifications to existing majors, minors, certificates and programs in the graduate and undergraduate programs.
2. Codes approved new degree majors, minors, certificates, and programs.
3. Corrects graduate and undergraduate student information in the advising and registration modules.
4. Maintains major/minor/certificate documentation for undergraduate and graduate programs.
5. Updates and maintains the advising module to recognize exam results to appropriately affect plans of study.
6. Maintains Jenzabar course information—catalog entries and section entries.
7. Handles routine advising module concerns and questions in the absence of the Registrar.
8. Creates advising records for all students, processes student changes to academic records, and communicates these changes to advisors and students as necessary.
9. Assists with the registration and record processing of students.
10. Assists with data entry and maintenance of related computer files.
11. Other duties as assigned.

### **QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training in the Windows environment and other courses in database management, or equivalent combination of education and experience. Good proofreading, communication, telephone, and interpersonal skills required.

### **TO APPLY**

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to [hr@madonna.edu](mailto:hr@madonna.edu). Current employees must complete the internal application on MY Portal >Employee Resources.

### **MADONNA UNIVERSITY**

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.