



POSITION ANNOUNCEMENT

Job Title: Admissions Data Specialist
Department: Office of Undergraduate Admissions
Reports To: Director of Undergraduate Admissions
Level: 5
Shift/Hours: 40 hours per week
Date Prepared: April 5, 2018

SUMMARY

This position is responsible for the integrity of student information data for the Office of Undergraduate Admissions. These responsibilities flow through an annual cycle of strategic enrollment management (SEM) activities designed to generate applications, improve efficiencies and ultimately lead to new student enrollments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Creates, builds, and maintains all undergraduate admission student files/applications for admission consideration.
2. Coordinates and maintains all application data entry, documentation, and distribution of student records to ensure timely admission decisions.
3. Responsible for all student data, including applications, transcript tracking and other applicant documents with a primary, not exclusive, focus on building new student admission files electronically.
4. Reviews existing recruitment data for accuracy and integrity
5. Works with institutional data systems to track, monitor, and ensure accurate data entry.
6. Coordinates recruitment communication regarding completion of new student records.
7. Verifies, Identifies and codes duplicate names and informs module managers. Eliminates the incorrect ID numbers when possible and deletes related records from the data base.
8. Tests new procedures and technological to advance and improve admission process.
9. On a regular basis, check with the Office of the Registrar to ensure the Entrance Year and Term in the Student Master is recorded after the student Registers for their first class.
10. Supervises student employees, including planning, assigning, and tracking work and work schedules, orientation, answering questions, and assisting new student employees.
11. Trains new OUA staff on admission data records, including Jenzabar, JRM, online forms, and document management (paperless).
12. Attend scheduled OUA staff meetings and other assigned committees.
13. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of student workers; addressing complaints and resolving problems.

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

Associate's Degree; or three to five years related experience and/or training; or equivalent combination of education and experience. Must have knowledge and previous experience with Microsoft Office. Must have excellent communication and interpersonal skills. Knowledge of and working experience with InfoMaker software helpful.

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. 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.