



## POSITION ANNOUNCEMENT

**Job Title:** Data Specialist  
**Department:** Office of the Registrar  
**Reports to:** Assistant Vice President and Registrar  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** September 2, 2021

### SUMMARY:

This position performs updates to undergraduate and graduate academic programs from the curriculum committees for the purpose of advising and registration. Assists the AVP in projects involving technology needs related to these modules.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reviews the actions of the curriculum committees and creates, modifies or deletes undergraduate and graduate curriculum in accordance with the committee's actions across multiple advising and registration platforms.
2. Creates and maintains system coding required to produce advising and registration-related reports, links and outcomes desired, such as for degree audits and grading.
3. Works with deans, associate deans, and program chairs/directors to manage system control of course needs (additional sections or seats) wait list review, four-year cycle of courses, service learning designation, prerequisites, faculty load, student evaluation of faculty instruction (SEFI) data, faculty grading rights, etc., and monitors core curriculum course needs.
4. Adds, modifies, or deletes graduate and undergraduate student information to advising and registration.
5. Creates, modifies, and maintains advising functions such as for non-course prerequisites of exam results, class level. Updates and maintains the advising module to recognize exam results to appropriately affect plans of study.
6. Maintains system course catalog information.
7. Creates new semester schedules and oversees the process of schedule creation, entries and section entries.
8. Responsible for addressing advising system concerns and questions.
9. Communicates changes to curriculum, schedule, and other processes to staff, advisors, and students as necessary.
10. Assists with the registration and record processing of students.
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 perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Must have a valid driver's license, commercially insurable driving record, and own transportation.

**EDUCATION AND EXPERIENCE:** Bachelor's degree, preferably B.S. in a computer or data science or related field 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. Working knowledge of Microsoft Office.

**TO APPLY:** Please **complete the application** on our website at [madonna.edu](http://madonna.edu). Please **send a letter of intent** reflecting the above responsibilities and qualifications and a **resume** to [hr@madonna.edu](mailto:hr@madonna.edu).

**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. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. 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.