

POSTING DETAILS	
Posting Number:	1711
Position Title:	Enrollment System Analyst
Reports To:	Dean of Enrollment Services and Registrar
DBM:	C42 hourly
Type of Position:	Service and Supervisory (non-exempt)
Assignment Description:	This is a full time, hourly position
Salary:	\$ hourly depending on qualifications
Type of Benefits:	<ul style="list-style-type: none"> • Medical, dental (with orthodontia), vision • Life, Long-term disability • State PERS retirement • Tuition Waiver • Employee Assistance Program (EAP)
Other Benefits (if applicable):	<ul style="list-style-type: none"> • Full-time Service and Supervisory employees receive 176 hours of vacation annually. • Employees and eligible dependents receive a tuition waiver and free use of our fitness facility. • In addition to mandated PERS retirement program participation, the college provides options for voluntary 403(b) savings participation.
Department:	Student Services
Job Summary/Basic Function:	The Enrollment Systems Analyst reports directly to the Dean of Enrollment and collaborates with various departments across the college. The analyst plays a crucial role in configuration and testing of the student information system, as well as various other software products to support student services. They are also responsible for maintaining data integrity and will serve as the liaison between Student Services, Institutional Research, and Computer Services to complete various enrollment reports, National Student Clearinghouse, Integrated Postsecondary Education Data System (IPEDS), and others in order to facilitate a culture of data driven decision making
Essential Duties:	<ul style="list-style-type: none"> • Provide technical support for Colleague and legacy student information systems and other enterprise applications. • Plan, implement, and maintain complex recurring and ad-hoc Colleague processes for term activation, post-enrollment requisite checking, enrollment and validation appointments, waitlists, student groups, service indicators, and other processes supporting student enrollment activities. • Analyze, design, test, implement, and support new functionality and innovative solutions in support of the department's long-term goals of increased automation, robust quality control, and continuous process improvement to enhance the experience of students and colleagues and improve departmental accuracy and efficiency. • Serve as a Colleague query developer receiving internal and external data requests and assisting colleagues in identifying and updating existing queries, and creating new queries as needed. • Conduct in-depth analysis of current enrollment services systems, processes, and workflows to identify areas for improvement, efficiency gains, and enhanced user experiences. • Collaborate with stakeholders, including Student Services and Instruction leadership, IT teams, Institutional Research, and other relevant departments to gather requirements, document business needs, and define project objectives. • Supervise staff for data entry and transcript evaluation processes. • Hire, train, and supervise 1.0 FTE position for new High School Options / Career Connected Learning Navigator. • Develop comprehensive business process documents (BPDs), and functional specifications ensuring alignment with the organization's strategic goals and objectives. • Perform requirements of compliance related reporting to National Student Clearinghouse and other state and federal agencies. • Facilitate workshops, interviews, and meetings to elicit requirements and foster effective communication between technical and non-technical teams. • Analyze and interpret data to generate actionable insights, metrics, and reports, supporting data-driven decision-making processes related to enrollment services.
MINIMUM QUALIFICATIONS	
Education and Experience:	<ul style="list-style-type: none"> • Bachelor's degree from an accredited college or university preferably in information technology, data analytics, or related field. • Five (5) years of experience in student services or related area working with data, records management, and technical systems administration. • Experience working with student information systems and higher education policies and procedures. • Strong analytical, planning, organizing, coordinating, and critical thinking skills. • Effective conflict resolution and interpersonal skills. • Excellent communication skills including written, presenting, and active listening. • Ability to handle and prioritize multiple tasks. Detail oriented and possesses exceptional organizational, time management, and problem-solving skills. • Ability to work well with people of all ages from academically, culturally, and socioeconomically diverse backgrounds.
Knowledge, Skills and Abilities Required:	<ul style="list-style-type: none"> ○ Knowledge of secondary education, community college and higher education settings. ○ Knowledge of academic programs, rules, expectations and processes. ○ Ability to interpret, apply and explain rules, regulations, policies, and procedures. ○ Ability to meet schedules and timelines. ○ Effective oral and written communication with students, faculty and staff.
Preferred Qualifications:	<ul style="list-style-type: none"> • Master's degree from an accredited college or university preferably in information technology, data analytics, or related field.

	<ul style="list-style-type: none"> • Experience with SQL and writing queries.
Other:	Clatsop Community College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who has an understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.
Posting Date:	Posted September 6, 2024
Special Instructions to Applicants:	VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215. Successful candidate must submit transcripts at time of hire.
TO APPLY, PLEASE SUBMIT THE FOLLOWING:	
Optional Applicant Documents:	<ul style="list-style-type: none"> • Documents in support of application • EEO Form (used for HR data collection only) • Unofficial transcripts
Required Applicant Documents:	<ul style="list-style-type: none"> • Application • Cover Letter • Resume • Answers to Supplemental Questions
CLOSING DATE:	This position is open until filled with first review of applications on September 18, 2024