

The University of Texas at San Antonio

Job Description

Job Title: Enrollment Data Management Officer I
Code: 13042
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Financial Aid & Scholarships/Student Affairs
Reports To: Senior Enrollment Data Management Officer

Summary

- **Function:** Administers and processes admissions and financial aid dataloads, assists with error resolution and document intake processes.
- **Scope:** Responsible for processing financial aid and admissions downloads, error reports and document intake, including imaging and indexing.

Duties

- **Typical:**
 1. Assist and process Texas Common Application downloads for both admissions and scholarships.
 2. Assist and process Free Application for Federal Student Aid (FAFSA) ISIR loads.
 3. Assist and process SAT/ACT dataloads and college/university transcript downloads and ensuring generated report resolution.
 4. Assist and process error reports, disbursement reports, and output reports from the automated admissions and financial aid processes including resolution of suspension information at both the admissions and financial aid levels, C-Flags, Corrections and the RRAAREQ report and other pertinent admissions and financial aid information.
 5. Responsible for letter generation and resolution of issues.
 6. Responsible for producing and sending mass emails for financial aid and admissions.
 7. Assists Sr. Officer with New Year Set up for both financial aid and admissions
 8. Assist with coordinating document intake processing including mail, imaging and indexing and appropriate distribution for financial aid and admissions paperwork received via fax, mail, drop box and counter.
 9. Assist with providing data and/or reports as needed to administration
 10. Stays abreast of rules, regulations and provides feedback for implementing new programs or changes to programs; interprets and maintains knowledge of current federal, state and institutional policies, procedures and regulations pertaining to financial aid & scholarships

<p>11. Works with compliance officers and administration during A-133 audits</p> <p>12. Assists with writing and developing policy and procedures manual for areas of oversight</p> <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. Provides periodic reports as needed to leadership 2. Attends state and regional meetings/conferences as necessary 3. Participates in committees and/or task forces across campus as necessary
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Education

Required	Preferred
Bachelor's Degree from an accredited institution.	N/A
Four years of information technology/systems experience may substitute for Bachelor's Degree.	

Other Requirements

Required	Preferred
Effective written and verbal communication skills, multi-tasking skills, flexibility, and the ability to work cooperatively with others in a dynamic environment.	N/A
Group and individual presentation and meeting facilitation skills required	
Criminal Background Check (CBC)	

Experience

Required	Preferred
One year of financial aid, scholarships, admissions, information technology/systems, student lending, enrollment management/services experience.	Two year of experience in enrollment services/management data management or information technology/systems.

Equipment

Required	Possible
Personal computer and standard office equipment	N/A

Working Conditions

Usual	Special
Normal office conditions. Some evening and	N/A

weekend hours may be required. Occasional travel.	
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Supervision

Received	Given
Senior Enrollment Data Management Officer	N/A

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
