

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Senior Enrollment Data Management Officer  
Code: 13044  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Financial Aid & Scholarships/VP Student Affairs  
Reports To: Director of Financial Aid & Scholarships

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## *Summary*

- **Function:** Functions as the senior level position for overseeing and coordinating the development, implementation and completion of all admissions and financial aid dataloads, error reports and document intake processes.
- **Scope:** Responsible for managing financial aid and admissions downloads, error reports and processes, all document intake processes, letter generation (email and paper) as well as supervision for team members.

## *Duties*

- **Typical:**
  1. Responsible for managing and oversight of Texas Common Application downloads for both admissions and scholarships.
  2. Responsible for managing and oversight of Free Application for Federal Student Aid (FAFSA) ISIR loads.
  3. Responsible for managing and oversight of SAT/ACT dataloads and college/university transcripts to include ensuring generated report resolution is complete.
  4. Responsible for oversight for processes and programs utilizing Banner in conjunction with outside software for the ED, THECB or other outside agencies as needed.
  5. Responsible for managing and oversight of all 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.
  6. Responsible for managing letter generation resolution and working with Enrollment Services Marketing & Communication to ensure information is readily available for communication.
  7. Responsible for managing and oversight of mass emails for financial aid and admissions.

- 8. Serves as the liaison with Enrollment Information Systems for New Year Set up for both financial aid and admissions, including assisting with establishing appropriate criteria for admissions and awarding of financial aid
  - 9. Serves as oversight for transfer monitoring through NSLDS
  - 10. Responsible for managing and oversight of all 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.
  - 11. Supervision of team members – hiring, training, performance evaluations, etc.; Supervise day to day activities of a team/unit including full-time and part-time staff, student employees, graduate assistants and/or interns.
  - 12. Provides supervisory controls for risk management plans (associated with data loads, automation, error reports, and imaging and indexing, etc.) as well as assists Director with determining high risks and setting the risk management plan.
  - 13. Provides data and/or reports as needed to administration
  - 14. Participates in operational and strategic planning for team and department
  - 15. Researches rules, regulations and peer programs and recommends, develops and implements 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
  - 16. Works with compliance officers and administration during A-133 audits
  - 17. Writes and develops policy and procedures manual for areas of oversight
- Periodic:
    - 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
    - 4. Serves as advanced trainer when needed

**Education**

Required	Preferred
Bachelor’s Degree from an accredited institution	Master’s Degree from an accredited institution.

**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*

<b>Required</b>	<b>Preferred</b>
Three years of progressively responsible experience in financial aid, scholarships, admissions, student lending, information technology/systems, enrollment management/services with some supervisory and/or program oversight experience.	Five years of progressively responsible experience in enrollment services/data management or information technology systems.

### *Equipment*

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Normal office conditions. Some evening and weekend hours may be required. Occasional travel.	N/A

### *Supervision*

<b>Received</b>	<b>Given</b>
Director of Financial Aid & Scholarships	Full-time and part-time staff, which may include student employees and/or interns

### *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.
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### *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.
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