

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Enrollment Information Systems Manager  
Code: 19370  
Salary Grade: 64  
FLSA Status: Exempt  
Department/Division: Job Available in different departments/divisions  
Reports To: In accordance with departmental policies

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## *Summary*

- Function: To provide professional technical analysis, development and support as well as plan, organize and control projects involving key information systems within Strategic Enrollment.
- Scope: Manage programming staff and oversee the management and maintenance of the day to day activities that support enrollment information systems and software.

## *Duties*

### Typical:

1. Manages Enrollment Information Systems (EIS) staff, to include: recruiting, training, scheduling, counseling, discipline, development and evaluation.
2. Monitors and evaluates EIS services through customer contact and feedback. Ensures the highest quality of customer service is delivered to the Strategic Enrollment community.
3. Manages software licenses for staff.
4. Oversees the creation, modification and deletion of analyst access (e.g. Banner, Linux, Appworx, etc.)
5. Manages the computer equipment inventory for EIS.
6. Establishes and maintains departmental operation standards, procedures and programming conventions. Analyzes existing systems and procedures and evaluates system performance according to current requirements.
7. Designs, programs, installs and maintains new software systems.
8. Exercises independent judgment based on extensive technical or specialized knowledge and experience.
9. Delegates assignments and provide leadership and on the job supervision on assigned full-time and part-time personnel.
10. Manages and reports status on technical projects.

11. Acts as a liaison between the Office of Information Technology and Strategic Enrollment and staying informed with institutional IT needs as well as divisional IT needs.
12. Manages, tests and provides support to multiple systems.
13. Consults with vendors and staff concerning projected enhancements to enrollment information systems.
14. Provides end-user support to staff members.
15. Performs other duties as assigned.

Periodic:

1. Reviews and updates policies and procedures.
2. Makes recommendations for the improvement, development and growth of system.
3. Serves as a project leader for special projects.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	Bachelor's degree in Computer Science or Information Systems Degree from an accredited institution preferred.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Demonstrated technical knowledge software systems specific to the user department.	In depth knowledge of VMware server and desktop virtualization implementation and maintenance.
Technological project management and/or coordination and experience supervising a professional team including evaluation, hiring and project management.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of experience in programming, systems analysis, business requirements, state audit and security requirements, and database principles including four years of management experience.	Experience with Ellucian BANNER ERP.
Experience in programming system maintain tasks in Power Shell, C, Java, Perl, batch/shell, or other general purpose programming language.	

***Equipment***

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

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions. Regularly drives to a variety of campus locations.	Occasional evening and weekend hours.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from immediate supervisor.	Direct supervision of assigned staff.

***Accuracy***

Proficiency in all phases of the duties performed.

***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.