



**POSITION: ACADEMIC RECORDS DATA ANALYST**

**DEPARTMENT: STUDENT SERVICES**

**POSITION SUMMARY**

The Academic Records Data Analyst will work as part of North Greenville University's mission by managing the advising and registration modules in Jenzabar-J1 and analyzing data to provide information to students, parents, faculty, and staff within the Student Services Department. This position reports to the Registrar.

**RESPONSIBILITIES**

- Configure and maintain the advising and registration module and report writing while working with other module managers for seamless problem solving.
- Learn and understand the related processes between academic records, student accounts, and financial aid for all student populations.
- Assist in creating forms for Student Services using SoftDocs.
- Assist with maintaining and updating the academic catalog(s) on an annual basis and assist with training needs for faculty and staff.
- Work with and train academic records staff in various processes within J1 to ensure correct and timely processing of student record information.
- Collaborate with Admissions and IT Services staff in maintaining data integrity within Jenzabar-J1.
- Assist the Registrar with training needs for faculty in entering grades within the J1 portal.
- Assist at new student connect days, check-in events, and commencement, as needed.

**QUALIFICATIONS**

- Employee must support NGU's mission statement and core values, commitment to a Christian lifestyle and character in keeping with biblical models.



- Bachelor's degree preferred.
- Excellent interpersonal and communication skills to handle a variety of student issues and concerns.
- Competency with basic business tools including word processing, excel, and data base management. Experience working in Jenzabar J1 preferred.
- Ability to organize, prioritize and problem solve in an environment where frequent interruptions are common.
- Ability to initiate projects, work independently, multitask, and prioritize multiple projects.
- Must be able to handle and maintain confidential information.

## **PHYSICAL REQUIREMENTS**

- Visual Abilities: Read reports, create presentations, and use a computer system.
- Hearing: Hear well enough to communicate with co-workers, vendors, and students.
- Dexterity, Grasping, Feeling, Write, type, and use the telephone, copier, and computer systems.
- Mobility: Open files and operate office machines; move between departments and attend meetings across campus.
- Talking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Lifting, Pulling, Pushing: Exert up to 10 pounds of force constantly to move objects.
- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

## **WORKING RELATIONSHIPS**

This position is a full-time, exempt position in North Greenville University's Student Services Department. The Data Analyst reports to the Registrar.



## **TRAVEL**

There is no travel required of this position.

## **WORK SCHEDULE**

Student Services is open Monday through Thursday, 8:30 a.m. – 5 p.m. and Friday, 8:30 a.m. – noon. Office hours are subject to change as deemed necessary.

This job description in no way states or implies that these are the only duties to be performed by the employee. S/he will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.