

JOB INFORMATION

Job Code	KB20
Job Description Title	Mgr, Financial Aid & Scholarships Systems & Data Admin
Pay Grade	AA12
Range Minimum	\$63,250
33rd %	\$80,120
Range Midpoint	\$88,550
67th %	\$96,980
Range Maximum	\$113,850
Exemption Status	Exempt
Approved Date:	2/20/2025 5:22:46 PM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Data Analytics

JOB SUMMARY

Manage the day-to-day functionality of the various technical systems utilized by Financial Aid & Scholarships to ensure operational efficacy, ongoing business modernization and the quality of the department's business process and system performance. This position will also develop in-depth, complex reporting and manage the exchange of data between systems.

RESPONSIBILITIES

- Serves as the functional administrator for Office of Financial Aid & Scholarships solutions, oversees and recommends best procedures, processes, and workflows for these solutions. Coordinates the research, management, maintenance, execution, and training on Financial Aid & Scholarships software solutions to meet the needs of the department and campus partners
- Create ad-hoc and recurring reports from multiple data sources using complex SQL queries and other reporting tools while validating results.
- Assesses current and future system business needs, performing quality control measures to address system and regulatory compliance, documenting financial aid and scholarship processes, gap analysis, and ensuring data integrity.
- Participates on the advisory and installation committees involved with installing new or upgraded administrative system or processes. Serves as the technical liaison and representative for Financial Aid and Scholarships on IT-related functions between central technology support, other university departments, and vendors in implementing and maintaining pertinent systems.
- Evaluate current business processes to identify process improvements and opportunities for automation with a focus on business modernization.
- Manage and validate the transfer of data to/from various Financial Aid & Scholarships systems and reporting tools.
- Manage the implementation of systems upgrades/bundles/patches for the department. Analyzes revised systems specifications, making any needed modifications to business processes and communicating any updates to affected users.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline. Desired: degree in business administration, engineering, management information systems, business analytics, or a related field.	and	6 years of	experience in data management tools and systems, data analysis and reporting, or enrollment/student systems.	Or
Master's Degree	No specific discipline. Desired: degree in business administration, engineering, management information systems, business analytics, or a related field.	and	3 years of	experience in data management tools and systems, data analysis and reporting, or enrollment/student systems.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced skills in MS Word, Outlook and Excel; Queries using SQL and other reporting tools.

Expertise in external partner system integration.

Effective project management skills.

Detail oriented; ability to assess and document complex business processes.

Knowledge of various information systems including best practices of configuration, data flow and integrity, and analysis.

Knowledge of FERPA guidelines.

Ability to work collaboratively on projects and build relationships with internal and external stakeholders.

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.; Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.

Additional Special Requirements:

May occasionally require work on weekends and after business hours.