



JOB DESCRIPTION

TITLE:	Admissions Data Specialist
REPORTS TO:	Director of Admissions
DEPARTMENT:	Enrollment Management
SUPERVISES:	None
STATUS:	Non-Exempt
HOURS:	Full-Time (with possible evening and weekend hours)
CLASSIFICATION:	Administrative Staff
F.T.E:	Full Time
DATE REVIEWED/	
APPROVED:	November 2023

MISSION STATEMENT: *"Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service."*

OUR CORE VALUES: *"Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace."*

POSITION SUMMARY:

The Admissions Data Specialist is the leader of data input, processing, management, and reporting for the Admissions office. This position assists the Director of Admissions in managing the department's CRM system Element451. They also manage the input of data into the College's student information system, CAMS. The specialist is responsible for managing and creating effective, efficient processes and procedures for management of student data related to enrollment. This position is also responsible for creating and maintaining new student enrollment data reporting and visualization. The specialist will assist the Director of Admissions with automated enrollment communications from the CRM. At times, the position may help the Admissions staff with events and activities related to recruitment.

ESSENTIAL RESPONSIBILITIES:

- Assists in the management of the CRM system.
- Performs data entry and cleanup in the CRM and SIS.
- Responsible for data integrity for new students.
- Creates enrollment reports and data visualizations.
- Assists in creating and maintaining admissions communications in the CRM.
- Manages the integration of data systems (CRM to SIS).
- Interacts with enrollment and data related offices to manage data and improve data processes and usage, including IT, Registrar, Financial Aid, IR, and Student Success, among others.
- Automates repetitive tasks.
- Helps enrollment staff become more effective through the use of data.

ESSENTIAL QUALIFICATIONS:

- Associate degree required, bachelor's degree preferred.

- Professional work experience working with data or records. Experience working in higher education is preferred.
- Ability to communicate verbally and in writing clearly and concisely.
- A motivated, solution-oriented, enthusiastic work style.
- Ability to pay attention to the minute details of a project or task.
- Strong technical, organizational, and data management skills. Computer programming or coding skills desirable.
- Effective planning and organizational skills.
- Ability to demonstrate the following types of skills: motivation, dedication, drive, hard work, focus, passion, and teamwork.
- Ability to maintain schedule while demonstrating self-direction and motivation.
- Demonstrated ability to efficiently and effectively solve problems and initiate and implement projects independently.
- Appreciation and commitment to the mission and core values of the College.
- Commitment to diversity, equity, and inclusion in all its forms
- Commitment to innovation with the ability to implement creative and new approaches for improving the use of data.
- Ability to comprehend complex technical topics and specialized information.
- Willingness to learn and try new solutions.

ESSENTIAL FUNCTIONS:

General environment requires employee to be flexible. This work may include hours sitting

SALARY RANGE: \$40,000 – \$48,000 annually.

Admissions Data Specialist 11/2023

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation, or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Vice President for Finance for assistance.

To be considered, please submit your resume and complete the online job application at [Jobs.villa.edu](https://jobs.villa.edu). When you have completed the on-line application process your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each resume and the most qualified candidates will be contacted for an interview.