



## **JOB DESCRIPTION**

<b>TITLE:</b>	Database and Operations Coordinator
<b>REPORTS TO:</b>	Registrar
<b>DEPARTMENT:</b>	Academic Affairs
<b>SUPERVISES:</b>	Student workers
<b>STATUS:</b>	Full-Time, typical hours Monday – Friday
<b>CLASSIFICATION:</b>	Exempt, grant-funded
<b>SALARY RANGE:</b>	\$43,000- \$50,000 annually

### **ABOUT VILLA MARIA COLLEGE:**

Villa Maria is a private higher education institution offering a wide variety of academic programs. Villa is in Cheektowaga, New York, bordering the City of Buffalo; a metropolitan area known for its affordability, its four seasons, and for being the “City of Good Neighbors.”

### **MISSION STATEMENT:**

Villa Maria College is a Catholic, Franciscan college, founded by the Felician Sisters, which uses innovative strategies to educate and empower a diverse student body to positively impact their communities.

### **Diversity Equity, Inclusion & Belonging Statement:**

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.

### **OUR CORE VALUES:**

*“Respect for Human Dignity, Compassion, Transformation, Solidarity with People in need.”*

### **POSITION SUMMARY:**

The Database and Operations Coordinator is responsible for student record management, data health, and integrity in the student information system. Collaborating with the Registrar office, Admissions, Financial Aid, Student Accounts and Institutional Research, the Coordinator establishes and maintains database entry standards and is responsible for data integrity and health updates for student records. The coordinator compiles reports for institutional and compliance purposes in conjunction with the Registrar and Institutional Research. This position is initially funded for a period of two years through a Title III grant. The successful candidate will be hired as a regular employee of Villa Maria College and will receive all standard benefits. The position is eligible for transitioning to an institutionally funded position upon successful performance, demonstrated outcomes, and budgetary approval.

### **ESSENTIAL RESPONSIBILITIES:**

- Manage student records in the Elements student information system, including setting database standards, streamlining reporting, and ensuring academic integrity in partnership with the Registrar and Institutional Research.
- Performs basic programming to enable more effective data and record retrieval and to facilitate compliance reporting.
- Conducts database clean-up to include reconciling student records, managing changes, removing, or combining duplicate records, standardizing addresses, etc.
- Create and maintain operational procedures and manuals and identify and provide training for Academic Affairs staff.
- Ensure data consistency and the creation of unique records using a common set of record elements and pre-defined formatting.
- Maintains student records with processes that allow for standardized review and retrieval.
- Partner with Registrar, Institutional Research, and staff to create and maintain a data recovery and data security plan.
- Maintains data integrity through regular review, correction, and audits of records.
- Conducts archival and purging processes for records in consultation with the Registrar.
- Support the Registrar and Institutional Research in the creation and submission of reports, compliance forms, transcripts, and documentation in accordance with institutional and external requirements.
- Perform all activities related to registration, advising, reporting, and records release as needed.
- Exercises discretion in handling confidential materials.

**ESSENTIAL QUALIFICATIONS:**

- Bachelor's Degree
- Three (3) years in database or records management; preferable in education or other non-profit organization.
- Demonstrated knowledge of database/records principles and best practice.
- Ability to attend to, and visually concentrate, on detailed work.
- Proficient in databases, spreadsheet, and word processing software packages in Windows environment.
- Some programming and analytical methods knowledge.
- Ability to work with deadlines.
- Excellent communication skills.

**WORK ENVIRONMENT:**

General work environment requires the employee to consistently use manual dexterity in reaching, writing, navigating around the classroom/office space. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for college purposes, a valid New York State driver's license check may be required for occasional off- campus assistance and support.

**BENEFITS OF WORKING AT VILLA:**

-Retirement plan offering generous employer match

- Health, Dental, Vision, and Life Insurance plans with spouse, domestic partner, and dependent coverage available.
- Vacation and sick time package based on length of tenure
- Summer schedule hours (varies based on job duties)
- 13 paid holidays, plus a full week for Winter Break
- Tuition exchange and tuition waiver benefits
- An overall outstanding work culture with an opportunity to make a positive impact on students

*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 accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*