Job Bulletin E56 – 12/13

Records Business and Data Analyst

Classification – Administrative Analyst/Specialist Exempt II

Time base – Full Time

This recruitment will remain open until filled. For priority consideration, please complete on-line application by June 30, 2013. A review of applications will begin July 1, 2013 and the review period may end at any time thereafter.

MAJOR RESPONSIBILITIES:

Student Information System Maintenance

1. Create and maintain setup within various modules of PeopleSoft.
2. Serve as campus resource for transfer credit processing and academic requirements reports.
3. Manage data entry process of transactional and informative data.
4. Assist with end of term and other standard registrar/student records processes.
5. Notify appropriate individuals of changes made to academic records.
6. Research and write reports for internal and external constituents.
7. Collaborate with management to identify, make recommendations, and provide training and documentation for individual and team needs.
8. Elicit requirements and write specifications according to standard templates for needed system modifications.
9. Act as an interface between end-users and information technology.
10. Develop and document appropriate test cases to perform testing for modifications, customizations, fixes, interfaces, and patches.

Articulation Officer

1. Draft, review, and update articulation agreements. Complete analysis to determine prioritization of institutions.
2. Represent institution to outside articulation groups, such as California Intersegmental Articulation Council.
3. Work with department chairs to determine who should be faculty evaluators, and coordinate and determine transfer courses needing review by faculty evaluators.
4. Create and maintain logs and tracking system of program articulation.
5. Manage updates to www.assist.org website.
6. Contact other institutions regarding articulation issues.
7. Serve as campus resource for course articulation.
8. Review files for degree completion and complete data entry when necessary.
9. Provide degree verification letters for files pending degree conferral date.
10. Notify appropriate individuals of changes made to curriculum.

Class Scheduling

1. Enter appropriate scheduling requirements for classrooms and instructors in scheduling software.
2. Manage data entry of class schedule in student information system.
3. Create final exam schedule.
4. Create and maintain courses in the course catalog of the student information system.
5. Serve as department representative with the curriculum committee and serve as a campus resource for degree requirements.
6. Create, maintain, and manage the data entry of course requisites, where appropriate.
7. Assist with retention efforts and maximizing student and course enrollment via analysis for appropriate class scheduling.

SPECIAL REQUIREMENTS:

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in the social sciences, statistics, business administration, education, or management information systems is required. Advanced degree preferred.
- 2-5 years experience with PeopleSoft Transfer Credit.
- Knowledge of a typical university setting.
- Extensive knowledge of PeopleSoft Transfer Credit setup and maintenance.
- Demonstrated ability to troubleshoot PeopleSoft setup.
- Knowledge of and ability to independently apply California Title V policies and procedures.
- Ability to self-identify problems with existing policies, procedures, and programs.
- Ability to assess a problem from all perspectives and present possible solutions, in writing or in person, along with a recommended solution.
- Skilled in researching, developing, and evaluating policies and programs.
- Ability to recommend business process, administrative system, and/or policy changes to bring business processing in line with competing policies, procedures, and laws.
- Ability to query data from a relational database (i.e. PeopleSoft) and make data-driven decisions. Basic skill in writing SQL to query data from a relational database.
- Ability to train internal and external constituents on the use of various information systems and websites.

DESIRABLE QUALIFICATIONS:

- Knowledge of PeopleSoft Curriculum Management and Academic Advising modules.
- Thorough knowledge of project life cycle.
- Ability to forecast future problems for the organizational unit and mitigate these issues by developing and proposing proactive solutions.
- Advanced skill in writing SQL to query data from a relational database.

SALARY: $4631 - $6946 per month. Anticipated hiring salary range: $4631 - $5000 per month (commensurate with experience).

****

APPLICATION PROCESS: Interested parties must submit the Cal Maritime Employment Application, cover letter and current resume. Apply on-line at http://www.csum.edu/web/hr/careers. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

BENEFITS: The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), fee waiver, vacation and sick leave.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.