



The University of Texas at San Antonio™

Job Description

Job Title:	Enrollment Data Management Officer I	Job Family:	Student Services
Type:	Non-Exempt	Job Code:	13042
Department:	Financial Aid & Scholarships/Student Affairs	Salary Grade:	57
Reports to:	Senior Enrollment Data Management Officer	Created/Revised:	7/12/2022
Work Modality:	On-Campus		

This position is part of a market adjustment implemented in Spring 2022. New hire salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at compensation@utsa.edu with any questions.

Job Summary

Administers and processes admissions and financial aid data loads, assists with error resolution and document intake processes. Responsible for processing financial aid and admissions downloads, error reports and document intake, including imaging and indexing.

Core Responsibilities

Typical:

1. Assist and process Texas Common Application downloads for both admissions and scholarships.
2. Assist and process Free Application for Federal Student Aid (FAFSA) ISIR loads.
3. Assist and process SAT/ACT data loads and college/university transcript downloads and ensuring generated report resolution.
4. Assist and process error reports, disbursement reports, and output reports from the automated admissions and financial aid processes including resolution of suspension information at both the admissions and financial aid levels, C-Flags, Corrections and the RRAAREQ report and other pertinent admissions and financial aid information.
5. Responsible for letter generation and resolution of issues.
6. Responsible for producing and sending mass emails for financial aid and admissions.
7. Assists Sr. Officer with New Year Set up for both financial aid and admissions
8. Assist with coordinating document intake processing including mail, imaging and indexing and appropriate distribution for financial aid and admissions paperwork received via fax, mail, drop box and counter.
9. Assist with providing data and/or reports as needed to administration
10. Stays abreast of rules, regulations and provides feedback for implementing new programs or changes to programs; interprets and maintains knowledge of current federal, state and institutional policies, procedures and regulations pertaining to financial aid & scholarships
11. Works with compliance officers and administration during A-133 audits
12. Assists with writing and developing policy and procedures manual for areas of oversight

Periodic:

1. Provides periodic reports as needed to leadership
 2. Attends state and regional meetings/conferences as necessary
 3. Participates in committees and/or task forces across campus as necessary
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Minimum Requirements

Education/Certifications

- Bachelor's Degree from an accredited institution.
- Four years of information technology/systems experience may substitute for Bachelor's Degree.

Experience

- One year of financial aid, scholarships, admissions, information technology/systems, student lending, enrollment management/services experience.

Preferred Experience

- Two year of experience in enrollment services/management data management or information technology/systems.
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Knowledge Skills & Abilities

- Effective written and verbal communication skills, multi-tasking skills, flexibility, and the ability to work cooperatively with others in a dynamic environment.
 - Group and individual presentation and meeting facilitation skills required
 - Personal computer and standard office equipment
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Core Competencies

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions

Working Environment:

- Normal office conditions.
- Some evening and weekend hours may be required. Occasional travel.

Physical Demands:

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.
 - Exerts up to 10 lbs. of force occasional
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