



The University of Texas at San Antonio™

Job Description

Job Title:	Senior Enrollment Data Management Officer	Job Family:	Student Services
Type:	Classified – Exempt	Job Code:	13044
Department:	Financial Aid & Scholarships/VP Student Affairs	Salary Grade:	59
Reports to:	Director of Financial Aid & Scholarships	Created/Revised:	09/2022
Work Modality:	On Campus		

This position is part of a market adjustment implemented in Spring 2022. New hires 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

Functions as the senior level position for overseeing and coordinating the development, implementation and completion of all admissions and financial aid dataloads, error reports and document intake processes.

Core Responsibilities

1. Responsible for managing financial aid and admissions downloads, error reports and processes, all document intake processes, letter generation (email and paper) as well as supervision for team members
2. Responsible for managing and oversight of Texas Common Application downloads for both admissions and scholarships.
3. Responsible for managing and oversight of Free Application for Federal Student Aid (FAFSA) ISIR loads.
4. Responsible for managing and oversight of SAT/ACT dataloads and college/university transcripts to include ensuring generated report resolution is complete.
5. Responsible for oversight for processes and programs utilizing Banner in conjunction with outside software for the ED, THECB or other outside agencies as needed.
6. Responsible for managing and oversight of all 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.
7. Responsible for managing letter generation resolution and working with Enrollment Services Marketing & Communication to ensure information is readily available for communication.
8. Responsible for managing and oversight of mass emails for financial aid and admissions.
9. Serves as the liaison with Enrollment Information Systems for New Year Set up for both financial aid and admissions, including assisting with establishing appropriate criteria for admissions and awarding of financial aid.
10. Serves as oversight for transfer monitoring through NSLDS
11. Responsible for managing and oversight of all 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.

12. Supervision of team members – hiring, training, performance evaluations, etc.; Supervise day to day activities of a team/unit including full-time and part-time staff, student employees, graduate assistants and/or interns.
 13. Provides supervisory controls for risk management plans (associated with data loads, automation, error reports, and imaging and indexing, etc.) as well as assists Director with determining high risks and setting the risk management plan.
 14. Provides data and/or reports as needed to administration
 15. Participates in operational and strategic planning for team and department
 16. Researches rules, regulations and peer programs and recommends, develops and implements 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
 17. Works with compliance officers and administration during A-133 audits
 18. Writes and develops policy and procedures manual for areas of oversight
 19. Provides periodic reports as needed to leadership
 20. Attends state and regional meetings/conferences as necessary
 21. Participates in committees and/or task forces across campus as necessary
 22. Serves as advanced trainer when needed
 23. Takes a proactive approach to assist co-workers in various tasks, to ensure safety.
 24. Performs work tasks in a safe manner and in accordance with work instructions.
 25. Proactively makes recommendations to improve safety.
 26. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
 27. Performs other duties as assigned.
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Minimum Requirements

Education/Certifications

- Bachelor's Degree from an accredited Institution

Experience

- Three years of progressively responsible experience in financial aid, scholarships, admissions, student lending, information technology/systems, enrollment management/services with some supervisory and/or program oversight experience.
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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

People Leader:

Decision Quality, Managerial Courage, Developing Direct Reports, Dealing with Ambiguity, Business Acumen, Strategic Agility

Executive:

Directing Others, Interpersonal Savvy, Perspective, Business Acumen, Organizational Agility

Working Conditions

Working Environment:

- Office Environment.
- Some evening and weekend hours may be required.
- Occasional travel.

Physical Demands:

- Describe any Physical Demands of the Position