



Position Summary

Under the supervision of the Manager of Admissions and International, this position is primarily responsible for ensuring the operational integrity of the student information system (SIS).

Duties

Student Information System (SIS)

- Responsible for the operation of SIS, including data management, database report writing, generating queries for information, generation of student enrolment and discontinuation information, generation of class lists as required and student demographic information for all credit and non-credit programming.
- Responsible for student records in the SIS system and SDS system, including information related to student assistance programs, student marks, transcripts, tuition, etc.
- Provide and analyze statistical reports as required for financial reporting, the Annual Report, the Business Plan and other reports as required.
- Develop and maintain appropriate internal controls for the effective and efficient administration of the student information system.
- Ensure data integrity of the SIS system by performing periodic checks.
- Determine data requirements for SIS; provide continual analysis of the system to ensure College staff is using the SIS system to its potential and to ensure data integrity.
- Provide staff training related to the student information system.
- Act as the college contact and liaison for all matters related to the SIS system, including representation on provincial committees as required.
- Ensure the appropriate issuance of T2202 tax receipts.
- Provide data compilation related to student accountability reporting (eg: graduate follow up).
- Facilitate the instructor and program evaluation survey process.
- Provide analysis and input into college policy and procedures as it relates to the use of the student information system.

College Business Systems

- Content manager for Student Services and Admissions central documents within SharePoint.
- Provide admissions support for online applications.
- Set-up of electronic student files and administration of controls of this system to ensure accuracy, completeness and confidentiality of student records.
- Maintain and distribute current data on tuitions, all fees and refund policies including processing all program refunds.
- Comprehensive understanding of Canada Student loans and other financial supports including scholarship programs. Complete centralized tasks to support these programs including receiving, monitoring and receipt of student loan payments. Liaison between student financials and finance.
- Provide input into college policy and procedures as they relate to student registrations, student records and student financial assistance programs.

The duties and responsibilities outlined above are representative of this position; however, other duties may be assigned.

Knowledge, Skills and Abilities

- Demonstrated expertise in advanced computer skills including spreadsheets and database applications. This includes a basic understanding of computer programming as required for writing database reports.
- Proven self-management and organizational skills, which allow the handling of multiple projects at the same time, while ensuring accuracy and timeliness.
- Demonstrated ability to work independently and prioritize work according to the needs of the organization.
- Demonstrated ability to work as part of a team.
- Excellent written, verbal and listening communication skills.
- Excellent interpersonal skills.
- Demonstrated ability to research information and opportunities to make informed recommendations in matters concerning the student information system and processes.
- Demonstrated ability to analyze, and interpret information to determine an appropriate course of action-
- Ability to adapt to changing circumstances.
- Experience using any student information system SIS (student data systems) and the Discoverer reporting tool is an asset.

Education and Experience

- The minimum educational qualification for this position is a relevant, two-year diploma or academic equivalent. This education would typically provide knowledge of computer applications, particularly in advanced spreadsheets, databases and the ability to write reports using various programming languages.
- The minimum amount of practical, related experience required to perform the duties of this position is two years in business operations, records management, statistics, project management or other related analytical field.