



ANGELO STATE UNIVERSITY

Member, Texas Tech University System

Job Opening For Staff Position of

Student Systems and Report Specialist

Job Posting #0806-012

POSITION INFORMATION

Registrar's Office

Position Number 999876

Posting Date: July 3, 2008

SALARY

\$32,000-\$41,000. Excellent benefits package. Click [here](#) for more information.

JOB SUMMARY

Under general supervision, this position is responsible for working with the Banner system in preparing and coordinating reports, working with Banner users, and serves as a lead in the maintenance of the Banner system for the Registrar's Office.

TYPICAL DUTIES

1. Responsible for the on-going maintenance and testing of the Registrar functions of the Banner Student System.
2. Assists with reviewing and approving security access requests for the Banner Student System.
3. Works with functional and technical staff to troubleshoot, test, and work with both current and future upgrades of the Banner system.
4. Serves as the liaison to assist, train and answer questions from other departments for the Registrar functions of the Banner Student System.
5. Provides training and supervision to student and/or other personnel, as assigned.
6. Participates on the University Data Standards Team.
7. Assists other staff with the preparation, submission and editing of state-required reports.
8. Generates computer reports and downloads data from a variety of sources; compiles, formats, and proofs admission, enrollment, faculty workload, grade distribution, student demographics, and other reports prepared for the Board of Regents, Coordinating Board, University President, Provost, and other administrators. Proofreads, documents, reports, and related materials for accuracy and completeness.
9. Greets students and other department visitors; provides routine information or minor interpretations of procedures, policies; answers the telephone, routes calls or takes messages, as appropriate.
10. Composes routine memos and letters, using subject matter knowledge or brief instructions;
11. May prepare travel requisitions, time sheets, forms, reports, and related materials.
12. Coordinates the Senior Citizens Program which allows persons 65 years and older to audit University courses at no cost. Contacts professors, secures approval for senior students to attend courses, and communicates with students concerning course schedule.
13. Processes departmental requests to add and delete courses, change course titles, credits, and to update course descriptions; maintains database files used for various reports and for preparation of University class schedules. Also assists with the preparation of the schedule publication as needed.
14. Participates in the maintenance of the faculty course load database; maintains office and administrative files; adheres to records maintenance, confidentiality, and related practice and policies.
15. Assists Registrar's office staff with operational questions; assists students during registration, and other peak workload periods.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of the Sungard Banner system including student and registrar related functionality.
- Knowledge and skilled in desktop computer applications such as Microsoft products.

- Ability to communicate with functional and technical users.
- Knowledge of office management procedures.
- Knowledge of basic college level admissions and registration policies and procedures.
- Ability to write correspondence and reports for a wide variety of organizational constituents.
- Skilled in oral and written communication; skilled in interpersonal relations.
- Skilled in making presentation and reports, orally and in writing.
- Knowledge of basic information system principles and processes.
- Knowledge of systems report writing.
- Ability to perform basic mathematical calculations.
- Ability to organize and complete tasks and projects in an accurate and timely manner.
- Ability to extract, summarize and analyze data.
- Ability to work with detailed information and procedures.
- Ability to operate a variety of office equipment.

QUALIFICATIONS

Possession of a bachelor's degree, in any field, plus one year experience working with Banner in the Registrar's office, student services or other closely related area.

APPLICATION REQUIREMENTS

1. ASU Employment Application (http://www.angelo.edu/forms/pdf/Staff_Application.pdf)
2. Letter of interest
3. Resume
4. Contact information of at least three professional references

Official transcripts will be required of job candidate recommended for employment.

Mail to: Office of Human Resources
Angelo State University
ASU Station #11009
San Angelo, TX 76909-1009

Or fax to: 325-942-2156

APPLICATION DEADLINE

Open until filled.

UNIVERSITY PROFILE

<http://www.angelo.edu/publications/employment/universityprofile.html>.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER