

JOB DESCRIPTION



Position Title: Financial Aid Data Analyst

Department: Student Services

Employment Category: Admin Support

Primary Location: Sierra Vista Campus

FLSA Classification: Exempt

Parameters: 40 hours/week; 12 months/year

Pay Grade: AS12

Position Summary: The Financial Aid Data Analyst is responsible for providing data extraction and analysis support to the financial aid department, as well as compiling data and performing required reporting to the National Student Clearinghouse.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Performs data extraction and analysis and processes data and reporting requests as required; analyzes student data system modules and troubleshoots problems; guides users to alternate Banner modules or other technical systems to achieve desired results; reviews, evaluates and formulates recommendations on operating procedures, processes and systems improvement

Prepares and submits required reports to the National Student Clearinghouse, ensuring compliance with auditing standards; prepares other related reports as assigned

Creates and monitors automated notifications for faculty and students; processes and manages data upload of student identification cards; monitors and troubleshoots frequent errors with the system, images and with secure data

Edits content of the department's sections of the college website

Designs and activates Financial Aid Dynamic Forms

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in a related field, from a regionally accredited institution of higher learning recognized by the US Department of Education

Two years of experience working with student information systems

Five years' experience with Financial Aid procedures and NSLDS reporting

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

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Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of systems analysis and programming concepts
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications and Google
Knowledge of data management systems, preferably Banner
Knowledge of data mining methods and statistical analysis related to data management
Knowledge of relational database systems, Oracle preferred used to manipulate and summarize data and produce reports
Knowledge of higher education institutional research reporting practices
Knowledge of research and statistical analysis
Knowledge of relational database systems used to manipulate, summarize, and produce reports
Knowledge of articulation technology and degree audit software
Skill in collecting, analyzing, verifying, and manipulating research data
Skill in gathering and analyzing statistical data and generating reports
Skill in presenting ideas and concepts orally and in writing
Ability to successfully meet deadlines
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
Ability to work independently while contributing to team environment
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Director of Financial Aid

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.