

## **HOPE INTERNATIONAL UNIVERSITY POSITION DESCRIPTION**

**Position:** Enrollment Data Analyst

**Organizational Relationship:** Reports to Vice President for Enrollment Management (VPEM)

**Position Status:** Exempt, Full-time, Monday-Friday, 8:00 a.m. – 5:00 p.m.

**Position Summary:** The Enrollment Data Analyst oversees the University's software enrollment system, Campus Management, which is used in the admission of students to the University's traditional undergraduate, online undergraduate and graduate programs and is responsible for insuring the accuracy of the data and generating reports for the VPEM.

### **Duties & Responsibilities:**

Including, but not limited to:

- Oversee University enrollment in Campus Management which includes tracking, maintaining admissions data, student updates, reviewing application portal, creating and maintaining school codes for University and admission computer systems, extracting data from Campus Management into reports, spreadsheets, and data files, and creating Sequel Reports as applies to Enrollment Management
- Create reports and data for retention and student success
- Creates Monthly and Quarterly News Letters for Student Success team
- Trains and updates Enrollment Team in all Campus Management process and updates.
- Acts as reporting liaison for Enrollment Department
- Import data from outside sources into admission information systems
- Create and maintain communication tracks in admission marketing system
- Review University Portal for accuracy, making updates and changes as necessary
- Serve as liaison to various other University departments regarding enrollment information
- Evaluates transcripts and provides unofficial evaluations for students as needed

### **Employment Standards**

**QUALIFICATIONS:** To fulfill this role successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience: Bachelor's degree or equivalent experience in an educational and/or corporate environment.
- Knowledge and Skills: Experience with Microsoft Office Suite applications and admissions tracking software desirable. Excellent verbal and written communication skills required.
- Mental Demands: Self-motivated professional who can effectively set and attain goals and interact with others in a highly professional manner and communicate effectively with diverse audiences.
- Visual Demands: The visual ability to read hard copy and computer generated reports, letters, and University publications. Specific vision abilities required by this job include close vision, distance vision, and color vision.
- Physical Demands: Extended intervals at keyboard. Ability to lift/move up to 40 pounds.
- Environment: Small, varying paced office with fluctuating noise levels from colleagues, customers and guests. Workload includes some weekends and evenings in addition to local travel.

- Character: Must embody Christian character and be actively involved in a local church as well as affirm the mission statement and core values of Hope International University (found at [www.hiu.edu](http://www.hiu.edu)) and be able to articulate a worldview that effectively integrates a Christian faith.

*The above position description is intended to outline the general nature and level of work performed by people in this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. Other duties may be assigned*

**HUMAN RESOURCES USE ONLY**

**Date Approved** 02/15/07  
**Department** Enrollment Management  
**Revision Date** 06/09/08, 05/03/2011  
**Position Status** Exempt  
**Supervisor** Vice President for Enrollment Management