Westmont College

Information Systems Assistant, 40 hours a week, 9 months a year

Office of Admission

Position Summary: Provide data entry, reporting assistance, and student team leadership to the Office of Admission. Will serve as a cross-trained employee in this Technical/Data area.

Qualifications: High School graduate with some college or post-high school training preferred. Requires 2-4 years office experience including data entry (at least 3 years) and skilled at Microsoft Excel, Access and administrative computing programs (Datatel/Colleague preferred, but not required). Must have strong organizational skills, statistical and analytical aptitude, high attention to detail, and ability to meet deadlines. Must handle a variety of tasks and work both independently and as a team member and co-leader.

Responsibilities:

- Runs computer generated reports as directed. This includes building new reports and migrating current reports into new reporting tool (Business Objects). Will ensure appropriate formatting for individual reports is retained and will revise or enhance if needed or requested. Creates and maintains necessary changes and enhancements to reports requested by college constituents. This includes academic departmental requests as well as administrative entities.

- Will assist in the upload process of online applications and other source files from outside vendors (including ACT, SAT, Private Colleges and Universities, etc)

- Assist with database management to include: running data checks, cleanup of bad or missing data, running data segments through NCOA postal software. Clean up of data includes emailing and phone calling individuals to obtain corrections.

- Assist Application Processor with data entry needs during application season: transcripts, letters of recommendation, supplement information.

- Assists in coordinating data required for CDS and master statistics file for survey completion

- Organizes and prepares data entry forms for input. Must work closely with student workers during coding procedures of data entry forms.

- Will work with Communication flow to ensure calendar scheduled communication flow to prospective students is followed and will assist in creating merges, emails, letters and labels for prospective students and applicants. These duties will be shared with the Data Entry Coordinator.

- Assists in preparation and organization of mailings. This may include requesting mailing supplies and coordinating with the mailing house for pick up, proof letters and ensure updated inventory counts are received.

- Responsible for processing large volume of data entry. Will focus data entry of particular inquiry statuses based on recruitment calendar.

- Will run reports for telecounseling program as directed

- Assists with Preview Day and Scholars Day events as needed; may be required to work additional hours during the events. Will work closely with Special Event Coordinator to see necessary information is entered into Datatel/Colleague system (may assist with creating individual schedule, name badges, etc.)

- All other duties as assigned.

Reports to: Admission Information Systems Administrator