



**WILLIAM JESSUP
UNIVERSITY**

JOB TITLE: Academic Process Analyst/Systems Specialist
DEPARTMENT: Registrar
SUPERVISOR: University Registrar
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

Under the general supervision of the Registrar, perform a wide variety of duties pertaining to the maintenance and integration of information systems and software applications to support and automate the operations of the Office of the Registrar. Position requires reporting, scheduling, data entry, data/process/systems analysis and management, training, website updates, and technical communication.

PERFORMANCE MEASUREMENTS

1. Modernize and support the Registrar-related aspects of, and create processes within, the student information system to manage workflow and system efficiency; test and troubleshoot new software releases and updates; review current status of systems/applications and prepare recommendations for systems improvement.
2. Provide data input training and technical assistance on degree auditing and database systems to staff and faculty as needed.
3. Perform transcription of course catalog and degree information into degree auditing system; review discrepancies and update transcriptions to ensure accuracy.
4. Analyze, input, process, and maintain records and data while ensuring accuracy and integrity; create, maintain, and retrieve data from schedule, catalog, and curriculum related databases; verify course outline and program of study requirements.
5. Facilitate the production of the schedule of classes for on campus and off campus instructional programs; coordinate and schedule academic facility use of the facilities. coordinate publication of the schedule to website and update associated campus intranet where applicable.
6. Acts as the primary liaison between IT and the Office of the Registrar.
7. Participate in commencement activities as assigned.
8. Perform other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor's degree in related area and/or equivalent experience/training with an emphasis in project management, workflow, data processing, computer information systems, or in a related field.

SKILLS/ABILITIES:

- Knowledge of university academic policies and procedures, academic requirements, campus resources, student life, and support services.
- Excellent interpersonal and communication skills
- Ability to build good rapport with a variety of constituents.
- Attention to detail and successful organizational skills.
- Critical thinking, problem solving, policies and procedures relating to work flow responsibilities.

- Computer proficiency and student integrated management system experience preferred.
- Ability to encourage and empower students to make their own decisions.
- Ability to maintain confidentiality.
- Ability to work a flexible schedule—occasional weekends and evenings required.
- Sensitivity to the needs of a diverse student population, including minority and international students.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 30 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date