UNIVERSITY OF DALLAS

Admissions Analyst

Job Number: 12150UD
Date Posted: March 30, 2022

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report’s list of the Best Regional Universities (West) and Forbes’ Best Value Colleges. We are dedicated to and guided by our Mission and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking an Admission Analyst to assist in managing prospective and applicant student data and application materials. This individual will be responsible for maintaining applicant records and files and auditing prospective student data in two software programs. The Analyst will assist the director in building and creating requested updates to the CRM database. Additionally, the Analyst will assist in information analysis and reporting performed by the Admissions Information Systems Department.

PRIMARY RESPONSIBILITIES

- Updates the admissions CRM database (Technolutions Slate) with prospective and applicant student data and received application materials.
- Assists in researching and building updates and integrations into the CRM database.
- Writes reports and analyzes data for college enrollment teams and other stakeholders using admissions CRM database tools.
- Maintains related sources for prospective students and applicants.
- Evaluates internal reporting processes and runs continuous audits to identify data entry errors.
- Assists the Admissions Information Systems department with ad hoc requests for data and information as needed.
- Prepares and maintains Slate systems procedures and documentation.
- Investigates technology solutions that maximize the efficiency of Admissions operations.
- Communicates changes in system functionality to Admissions staff in a prompt and effective manner.
- Other duties as assigned to ensure the efficient and effective operation of the Admissions Information Systems department.
MINIMUM REQUIREMENTS

- Two years of experience with data entry in a professional environment with a Bachelor’s degree is required, or three to five years of experience in the field or related area with a High School diploma.
- PC proficiency, including MS Office applications (including Word and Excel).
- Advanced knowledge of Excel or related concepts to create and maintain complex data structures and information flows.
- Strong interpersonal and communication skills and the ability to work effectively across departments.
- Ability to maintain confidential information.
- Knowledge of FERPA requirements for the security of stakeholder information.

PREFERRED QUALIFICATIONS:

- Advanced knowledge of coding custom SQL and reporting-information analysis experience is strongly preferred.
- Preferred knowledge and experience using student information systems such as Slate and Banner or similar software programs.

ADDITIONAL INFORMATION

- May supervise student intern workers.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life, and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: https://hr.udallas.edu/apply/

The University of Dallas seeks to recruit, develop, and retain faculty, staff, and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.