



# CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3354 ♦ [www.csustan.edu/HR](http://www.csustan.edu/HR)

## EMPLOYMENT OPPORTUNITY

### POSITION: ADMINISTRATIVE ANALYST/SPECIALIST, EXEMPT I

JOB #11/38

Temporary, full-time position available on or after February 23, 2012 and ending on or before September 1, 2012 in the Enrollment Services Office. Possibility of reappointment based on budget, department needs and job performance.

**ESSENTIAL DUTIES:** Under the supervision of the Dean of Admissions/Registrar, this position serves as the lead analytical support for Admissions and Records and supports the CMS team in the Enrollment Services Office. This position is responsible for policy and procedural development as it pertains to the admissions process within PeopleSoft, provides analysis and decision support, and committee and campus support. Provides support for complex technical operations related to processing of undergraduate/graduate applications for admission, serves as the responsible party for submission of Enrollment Reporting System-Admissions, supports the Records team with complex job submission, and represents the CMS team as needed. Duties include, but are not limited to:

- Provide technical leadership for a complex admissions unit. Serve as lead position for the Admissions Unit within the CMS Student Administration (SA) Team, and handle functional and appropriate technical responsibilities involved in system upgrade and maintenance.
- Perform research and analysis of key issues and implications of new policies, proactive identification of emerging issues and best practices, development of system modifications and new reports in coordination with IT programmers, and development of configuration for new system processes.
- Perform analysis and system testing for upgrades, conversions, and modifications including Unit, Integration, and User Acceptance testing.
- Develop ad hoc queries requisite for validation of all converted student data and troubleshooting the student administrative system using available reporting systems.
- Serve as primary coordinator for the ERSA (Enrollment Reporting for Admissions): retrieve and run module report, review errors and identify those that must be fixed, work with staff to understand catastrophic errors and make corrections, and identify best practices in order to reduce the occurrence of errors. Submit monthly reports to the Chancellor's Office via the ERS website, ensure that all reporting is error free and submitted timely. Work closely with ERSS coordinator to ensure no overlap in errors.
- Assess, formulate, and evaluate technical functionality of the Admissions and Records modules of the student administration system as well as other automated processes to ensure compliance with CSU admissions and records policy; conduct strategic and operational assessment of data configuration and cross field functionality, and recommend changes to manage computer applications in an efficient manner; monitor and review all automated admissions and records functions to ensure that data is processed correctly and desired results are achieved; independently conduct analysis from an operational perspective, analyzing and implementing technical enhancements. Analyze current business processes and recommend streamlined functional processes; develop new approaches for resolution of functional problems. Organize and plan projects, interpret complex policies and procedures, make independent decisions and exercise sound judgment, compile data and information for reports. Must be able to deliver and communicate business processes, both in written and oral format, providing user documentation and training to unit and University staff.
- Serve as a primary contact and maintain effective working relationships with other offices on campus including Student Outreach, Records and Registration, Financial Aid, Financial Services, Academic Resource Center, Testing Office, the Graduate School, and the Credentials Office. Serve as campus liaison to the CMS Functional User Groups for Admissions, Campus Community, Systemwide Reporting, and Student Records
- Other duties as assigned.

### QUALIFICATIONS:

- Bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs. A baccalaureate degree in information sciences, business, or related discipline preferred.
- At least 3 years of progressively responsible administrative support experience involving study, analysis, and/or evaluation of administrative systems to support unit operation. Experience working with relational database systems, including expert experience with office automation technologies, including spreadsheets, and web applications.

### PREFERRED QUALIFICATIONS:

- A bachelor's degree in information sciences, business, or a related discipline. Demonstrated experience working with admissions and/or evaluations in an institution of higher education. Demonstrated experience with web based data applications, experience analyzing and implementing application processes in an institution of higher education, experience with PeopleSoft Administration System; experience with designing reports using reporting software such as BRIO or Crystal. Demonstrated leadership skills.

### SPECIALIZED SKILLS AND ABILITIES:

- Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations. Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty.
- Working knowledge of operational and fiscal analysis and techniques, to include budget development.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to anticipate problems and address them proactively. Ability to make independent decisions and exercise sound judgment.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Ability to train others on new skills and procedures and provide lead work direction.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

**SALARY RANGE:** \$3,845 to \$5,770 per month plus excellent paid benefits. *Position will normally be hired at, or near, the entry rate.*

**POSITION IS OPEN UNTIL FILLED. SCREENING OF APPLICATIONS TO BEGIN ON OR AFTER FEBRUARY 9, 2012**

**APPLICATION PROCEDURE:** Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7, and 9 except when it is determined that it is necessary to appoint outside applicants to meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees. Qualified candidates should submit a completed CSUS employment application (download electronic application at [http://www.csustan.edu/hr/employment\\_opportunities/staff/index.html](http://www.csustan.edu/hr/employment_opportunities/staff/index.html)), a resume and a letter of interest to:

California State University, Stanislaus · Human Resources Department  
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3<sup>rd</sup> Floor)  
One University Circle · Turlock, CA 95382 · Phone: (209) 667-3354

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD.

**THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.**

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT [www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html](http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html)

**INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.**