**Position Title:** Senior Data Manager

**Department:** Recruitment and Admission - Division of Enrollment Management

**Reports To:** Director of Recruitment and Admission

**FLSA Designation:** Exempt

**Bargaining Unit Position:** N/A

**Date Written/Revised:** May 2014

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**POSITION SUMMARY**

The Senior Data Manager is a full time, twelve month, professional position at Fisk University and is responsible for the administration, entry and integrity of data entered into and queried from the Ellucian Banner operating systems and database platforms as utilized by Office of Recruitment and Admission. This position requires the demonstrated ability to see reports and analyses through complete lifecycles including meeting with end users to determine their data needs, producing reports, and providing documentation and ongoing support in a timely manner. The Senior Data Manager reports to the Director of Recruitment and Admission.

**ESSENTIAL FUNCTIONS**

- Execute Banner data entry & information integrity for office;
- Manages Banner Student Letter Generation function;
- Work to develop best practices for report requests, production and delivery for the office;
- Migrate the electronic data transfer of test scores from Educational Testing Service;
- Coordinate with various constituents regarding data needs, objectives, functions, features, and input and output requirements;
- Complete assigned project deliverables, milestones, and required tasks;
- Show proficiency in SQL and querying databases and extracting data from other sources as needed;
- Work with the Director of Recruitment and Admission to automate standard daily, weekly, monthly, calendar and fiscal year reports;
- Review the existing reports available to end-users. Test the reports for reliability, accuracy and consistency;
- Remove inactive or duplicate reports;
- Document processes, policies and procedures for data reporting, including data confidentiality and data security;
- Answers questions concerning admissions requirements and transcript evaluations.
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JOB DESCRIPTION FORM

- Perform other related duties as assigned.
- Meets regularly with departmental personnel to discuss schedules, data and other day-to-day operations that require banner support;
- Coordinates mass mailings for Office of Recruitment and Admission; Assisting the Information Technology department with maintenance of the Recruitment and Admission website;
- Answers telephone and gives information to callers or routes calls to appropriate officials;
- Supervise office student workers, Data Coordinator and any temporary employees
- Assume receptionist duties when needed.

SUPPORTIVE/SECONDARY FUNCTIONS

- Must be a team player
- Work evenings and weekends as needed to effectively engage students and families
- Study the latest trends and issues regarding post-secondary education and admission
- Ability to work independently, apart from one’s institution and colleagues

ORGANIZATIONAL RESPONSIBILITY
No direct reports.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Multi-task oriented
- Knowledge of Microsoft Office products
- Customer service driven
- Banner student record system
- Knowledge of Ellucian Banner operating systems and database platforms, as well as SQL skills;
- Knowledge of FERPA regulations and data integrity procedures;
- Experience using reporting software and proficiency with Excel;
- Applicants must be innovative, self-motivated, and capable of managing competing technologies in a fast-paced environment;
- Excellent communication skills (oral and written);
- Demonstrated problem solving and conflict management skills;
- Demonstrated ability to relate well to students and parents; and
- Outstanding interpersonal skills.

QUALIFICATION STANDARDS

Education: Master’s Degree required

Experience: Three or more years of Banner student module data entry & management experience preferred. Knowledge of Argos Reporting software preferred. The successful candidate should show knowledge of issues relevant to FERPA and data management. Ability to work in diverse setting
required. Flexibility and initiative to anticipate customer needs with a work ethic geared towards strong customer service. The ability to maintain the confidentiality and security of data is mandatory.

Licenses or Certificates: None required, but training/teaching certificates a plus.

Additional Requirement: A background and credit check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

Normal office conditions. The noise level in the work environment is usually moderate

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.