

COLLEGE OF MENOMINEE NATION

Position Description

JOB TITLE: Data Systems Coordinator
REPORTS TO: Registrar
LOCATION: Keshena Campus
CLASSIFICATION: Regular Full Time
BENEFIT ELIGIBLE: Yes, Full Time Benefits

POSITION SUMMARY:

Responsible for assisting the Registrar in the coordination and collection of data for strategic planning, program review and decision making; institutional data system support and reporting needs. The successful candidate will need to be high organized, seasoned administrative professional capable of facilitating multiple activities including management of the Empower system, data collection, processing and reporting

ESSENTIAL FUNCTIONS:

- Maintenance of data in Empower
- Extracts and transforms data and prepares reports for local, State, Federal and other regulatory agencies or associations, as required. These will include but are not limited to IPEDS, Dept. of Education, HLC, AIMS/AKIS, BIE Wisconsin Technical College Systems etc.
- Assists with data needs for program review process in academic departments
- Administers national, regional and CMN based surveys
- Develops procedures and processes IR Data requests
- Coordinates National Student Clearinghouse
- Assists with data warehouse activities
- Assists departments and PI's with data collection and reporting needs
- Serve on selected division and department committees
- Assists records and billing as needed
- Work cooperatively with a variety of faculty, staff and students
- Practice collegiality with staff from other CMN departments and programs
- Maintain confidentiality
- Work occasional flexible hours as required
- Other duties as assigned.

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QUALIFICATIONS:

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in Business, Accounting, Computer Science or related field
- Strong computer skills, including experience with Word, Access, Excel, Publisher, and PowerPoint
- Experience with student information systems such as Empower, PeopleSoft or similar program
- Strong problem solving and analytical skills
- Ability to plan, coordinate, organize and prioritize multiple tasks and last minute deadlines
- High level of written and verbal communication skills, effective human relation abilities and high degree of professionalism

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APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at www.menominee.edu/Faculty_Staff.aspx?id=655)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College Of Menominee Nation
Human Resources
P.O. Box 1179
Keshena, WI 54135.

And online application is available at: www.menominee.edu/Faculty_Staff.aspx?id=655

Posting closes at 4:00 PM July 3, 2017

**NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10**