

**REPORTING AND COMPLIANCE SPECIALIST- ADMISSIONS**  
**Job Description**

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 23  
**REPORT TO:** COORDINATOR OF ADMISSIONS AND RECORDS  
**REVIEWED DATE:**

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

**JOB SUMMARY**

Responsible for providing analytical support for decision-making, strategic planning, and outcomes assessment by planning for, collecting, analyzing and reporting a wide variety of data through data management, data extraction, report preparation, and other data-related processes for internal use by the College and external constituencies and agencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Collects, analyzes, and reports on data for admissions, academic standing, enrollment, transfers, and other functions in the admissions and registrar functional area.
- Assists with the admissions and registration process at peak times and/or when needed.
- Responds to requests for complex queries from the College database system.
- Prepares reports and data files for internal and external use, ensuring compliance with federal and state privacy laws.
- Validates data integrity, specifically when reporting errors occur.
- Assists with the loading of prospective student data into the College's student information system when the staff primarily responsible for this task is not available.
- Assist with dual enrollment course section creation/updates and registration.
- Works with the IT Department to incorporate new technologies and processes for capturing and reporting data.
- Assists internal departments with understanding and identifying data and reporting needs.
- Researches, evaluates, and recommends changes to systems and processes related to the collection, reporting, and dissemination of information.
- Maintains awareness of best practices, emerging trends and new legislation.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Acts as designated school official (DSO) for SEVIS system.
- Creates and updates course sections and room assignments for each semester.
- Coordinate international student applications and admissions.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.

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- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Performs duties and responsibilities within a high-tech all-digital environment.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

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.

- Capable of a high level of independent judgment and critical analysis.
- Ability to quickly assimilate to specific software.
- Cooperation team player in a diverse working environment.
- Ability to work under pressure with multiple interruptions and meet deadlines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.

### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university in a field related to the job OR an Associate's degree from an accredited college or university with five (5) years of direct experience working in the admissions/registrar functional area in a college or university setting.
- Minimum of two (2) years of experience in data collection, analysis and reporting in a college or university setting.
- Intermediate to advanced experience in the use of a variety of computer applications and reporting tools including, but not limited to, Microsoft Access and Excel.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Prior experience with the Ellucian (formally Datatel) Colleague student information system.
- Prior experience with Ad Astra.

### **CERTIFICATES AND LICENSURES**

None required.

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**Job Description**

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently 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, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \* Do you have a Bachelor's degree from an accredited college or university in a field related to the job OR an Associate's degree from an accredited college or university with five (5) years of direct experience working in the admissions/registrar functional area in a college or university setting?
  - Yes
  - No
3. Do you have a minimum of two (2) years of experience in data collection, analysis, and reporting in a college or university setting?
  - Yes
  - No
4. Do you have intermediate to advanced experience in the use of a variety of computer applications and reporting tools including, but not limited to, Microsoft Access and Excel?
  - Yes
  - No
5. Do you have prior experience with the Ellucian (formally Datatel) Colleague student information system?
  - Yes
  - No
6. Do you have prior experience with Ad Astra?
  - Yes
  - No