

UAB SCHOOL OF NURSING

Position Description for

DATA ANALYST –Student Affairs & Academic Affairs

1.0 FTE

UAB Employment Site #22779BR

SUMMARY:

With minimal guidance, oversees the data input by the Student Affairs office staff, designs and implements reports needed by various departments, and analyzes data in order to provide information for program outcomes and Student Affairs' processes. Work is often complex and of a confidential nature. This individual oversees and manages the security and integrity of the database, works with University departments and outside contracted agencies to ensure the ease of communication between the University system in place and in development to allow the SON to conduct business appropriately and efficiently. This individual will support the evaluation efforts of the school in coordination with the Academic Affairs office. This position reports to both the Assistant Dean for Student Affairs and the Associate Dean for Academic Affairs. This position, as a staff member in the School of Nursing is also responsible to the Director of Operations.

RESPONSIBILITIES:

1. Oversees data input into Student Affairs' systems and maintains access database to include but not limited to update/changes/reporting as needed.
2. Act as primary contact for the Banner system, BlazerNet student interface systems, and ongoing system support.
3. Analyze data in order to determine program outcomes and other correlative issues related to the educational function of the School of Nursing and the Student Affairs Office
4. Maintains the master course file, class schedule, and will be responsible for adding the appropriate course codes to account for the course fees. Manages the course information through Banner system.
5. Liaison with University Registrar's office regarding closing of clinical classes, change to current term forms, and other issues as requested by the Assistant Dean or Associate Dean.
6. Provides in-house reports as appropriate to include but not limited to class roles to faculty; term reports such as headcount enrollment, number students in each graduate major, student advisee lists, student clinical term/year reports, grade distribution, academic probation, Dean's list, President's lists, graduates list, incompletes list, labels/list of BSN, MSN & Doctoral students to other departments within the School of Nursing in support of the evaluation process.
7. After gaining approval, responsible for updating students for current enrollment, requests the university registrar to move students from overloaded sections, adjusts section seating capacity, and updates instructors assigned to each section.
8. Responsible for overseeing the input and management of the OptiDoc file system and processes for the maintenance of student records.
9. Works with the Assistant and Associate Deans to provide data and information for the purpose of writing the Annual Report and completing other reports as necessary for the business of the School of Nursing.
10. May represent the School of Nursing across campus in various ongoing meetings and task forces such as but not limited to Banner, Curriculum Users, undergraduate and graduate catalogs and degree audit software.
11. Posts and verifies degree requirements and adds appropriate transcript comments.
12. Confirms and produces the documentation for School of Nursing certificate programs.
13. Verifies the submission of dissertations and scholarly projects through doctoral faculty advisors.
14. Submits verified transcripts to the Alabama State Board of Nursing to allow students to sit for their

certification exam, NCLEX.

15. Receives and processes all independent study student contracts.
16. Prepares and takes appropriate administrative action for the decision on all medical and academic appeals after reviewed by the appropriate Assistant Academic Dean and the Assistant Dean for Student Affairs.
17. Provides the credit hour production report to the School of Nursing Financial Affairs Office.
18. Tracks and updates student's leaves of absence, reinstatements, dismissals and inactivations.
19. Coordinates the permission to add staff accounts for: Banner; Apply Yourself; Background Check and Drug Screening through ESS; Medical Clearance through Certified Background; Optidoc; Extender; and other software as necessary.
20. Works in a professional manner with the other departments within the School of Nursing to facilitate the work of the office and departments.
21. Acts in a caring and courteous manner toward all users in the following ways: uses positive interpersonal skills to alleviate concerns and frustrations of students, other staff, and faculty; to provide assistance in a timely manner, references appropriate procedures in calm and courteous manner; acts always in a professional and confidential manner with respect to all information and records.
22. Other duties as assigned by the Assistant and Associate Deans in order to carry out the mission of the School of Nursing.

QUALIFICATIONS:

This position requires a Bachelor's degree in an analytical related discipline. Three years relevant data analysis and work with student affairs is required. Demonstrated acuity with data analysis and experience with spreadsheet and database applications, such as Access or Excel is required. This position requires someone with strong computer, communication, interpersonal and organizational skills who can work independently and within a team environment.

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of ethnicity, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.

2/13/2012