

## POSITION VACANCY

### Data & Systems Analyst for Enrollment Management

#### Job Summary

The full-time Data and Systems Analyst is responsible for the compilation and dissemination of statistical data relating to the processes and procedures of Westminster College's Enrollment Management departments of Admissions and Financial Aid. In addition, the analyst is responsible for data integrity and systems maintenance and continued development using best practices guidance. This position reports to the Vice President for Enrollment Management.

#### Areas of Responsibilities

##### Admissions

- Input, compile, retrieve and format statistical information for the Vice President for Enrollment Management weekly, mid-year, and year-end reports and other reports as required.
- Compile, revise, update, and submit financial aid statistics to the various agencies whose surveys and questionnaires are forwarded to the Office of Admissions for completion and submission.
- Manage the flow of data between the Admissions CRM (Slate) and various vendors sites.
- Develop and enhance admissions processes within CRM (Slate) by building out necessary infrastructure to support new initiatives and optimize established workflows
- Analyze inquiry source data on application generate and yield.
- Work with other administrative departments (ex. Athletics and Development) to secure data to aid Admissions in its recruiting efforts.
- Serve on the data managers team for admissions and Financial Aid.
- Serve as the primary contact person for data and software systems related questions, conversions, updates, etc. for admissions and financial aid offices.

##### Financial Aid

- Research, compile, and provide statistical information including but not limited to loans, grants, student data, federal and state programs, award packages, etc.
- Compile, revise, update, and submit financial aid statistics to the various agencies whose surveys and questionnaires are forwarded to the Office of Financial Aid for completion and submission.
- Input, compile, retrieve, and format statistical information for financial aid Leveraging, budgeting, year-end reports, ad hoc reports, and more.
- Utilize the financial aid department's software (PowerFaid) for data needs.

##### Professional Expertise

- Possess knowledge and understanding of the concepts of data management and have strong analytical and problem-solving skills.
- Possess a working understanding of statistics, and their application in data management.
- Must have a working knowledge of MS Office Suite.
- Willingness to learn new software applications.

**Qualifications**

- Bachelor's degree in mathematics, statistics, computer information systems, computer science, or a related field.
- Experience in higher education is preferred.
- Experience in admissions/financial aid is preferred.
- Strong communication, customer service, organizational, analytical, and problem-solving skills.
- Able to work independently with attention to detail.
- Able to work well under pressure, adapt to changing priorities, and meet deadlines.

**Special Requirements**

- Some travel to conferences and workshops representing Westminster College.
- May have flexible work schedule including evenings and occasional Saturdays during certain times of the year.

**Certifications**

- Must possess a valid driver's license and pass background clearances.

**Apply**

Interested individuals should send a cover letter, résumé, and the names and contact information for three work-related references by **March 25, 2025**, to [whitehlk@westminster.edu](mailto:whitehlk@westminster.edu) for priority consideration. Review will begin immediately.

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