Technical Professional – Student Information Systems Specialist (400405)

Start Date:	Fall Semester 2014
Location:	Red Rocks Community College, Lakewood, Colorado
Compensation & Benefits:	$37,500 – 41,250/annualized. RRCC also offers a comprehensive benefits package. Details at http://www.rrcc.edu/human-resources/benefits-information.
Application Close Date:	Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on September 12, 2014.

Purpose Statement

The Student Information Systems Specialist position provides technical support and management for the DegreeWorks and IntelliResponse self-service online programs, which support student enrollment and retention. DegreeWorks is an automated self-service advising tool to assist students toward degree/certificate completion. This position will insure that the DegreeWorks program is fully functional for student, faculty and staff. This position will insure that all RRCC certificate and degree programs are accurately updated in DegreeWorks for student, faculty and staff use. The Student Information Systems Specialist will work closely with staff in Records, Advising, and Admissions Offices and is a member of the catalog committee to ensure that degree-auditing features are functional and working properly. The Student Information Specialist will also monitor and revise the College's Frequently Asked Questions in IntelliResponse. This position collaborates with RRCC Call Center staff to insure integrity of data in the IntelliResponse system. The Student Information Systems Specialist provides training in the use of both DegreeWorks and IntelliResponse systems for faculty, staff and students.

Responsibilities

DegreeWorks Update/Maintenance: Routinely update the content and format of DegreeWorks utilizing the programs Scribe, Surecode and Transit. Scribes and/or deactivates programs in Banner using programming skills for all RRCC certificate and degree programs. Maintains discontinued programs to

meet "sun setting" requirements. Reviews degree audit programming for accuracy, complete program requirements, makes corrections to audits in computer system. Collaborates with Academic Advising, as well as Instructional Services to ensure audit consistency and quality control among DegreeWorks users. Keeps up-to-date with changing academic program requirements and advising practices to ensure maximum functionality among day-to-day users and advisors. Stays current on higher education academic policies and procedures relating to degree and program requirements including: grading policies, repeats, withdrawals, duplicate course, graduation assessments and transfer articulation processes. Applies approved substitutions/waivers to degree audits in DegreeWorks. Maintains database tables in computer system (DegreeWorks) for transcripts and web applications for student and faculty usage. Provides DegreeWorks training for faculty, staff and students. Develops a method for reporting, tracking and implementing needed program changes, as well as a calendar of operations for coordination within the department. Participates on RRCC committees (i.e. catalog committee) and collaborates with appropriate personnel (DegreeWorks users), as CCCS Degree Audit work teams to ensure a quality degree audit product for staff and students.

Data Management and Degree Audit: Monitor CDHE, SBOCCOE, Banner and RRCC catalogue for program accuracy and consistency. Assist graduation coordinator in evaluating RRCC certificates utilizing DegreeWorks. Provides DegreeWorks overview training for faculty and staff. Participate on RRCC committees, task forces and student services teams to ensure a quality degree audit-product for students, faculty and staff.

Special Project Maintenance: Monitors and revises IntelliResponse questions and answers. Pulls reports from IntelliResponse and distributes to Vice President of Student Success and other Student Services Managers. Meets regularly with the IntelliResponse Knowledge Base Analyst to ensure quality of the systems' knowledge base.

Qualifications

Minimum Qualifications: Associate's degree (preferably an associates in computer programming or computer science). Minimum of two (2) years' experience working with various computer software applications and student information systems such as Banner or DegreeWorks. Excellent overall computer skills. Attention to detail. Knowledge of academic advising practices. Knowledge of degree programs in a higher education setting. Excellent communication and interpersonal skills. Ability to work with individuals from diverse backgrounds.

Preferred Qualifications: Bachelor's degree in computer science or related field. Two (2) years' experience working with DegreeWorks. Experience in a higher education setting.

To Apply

To apply for this position the following are required: (1) A completed RRCC employment application **(only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates)**, (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application.**

About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: http://www.rrcc.edu/human-resources/jobs. Application documents may be emailed to hrjobs@rrcc.edu or mailed directly to:

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Lakewood, CO 80228-1255
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