



Admission Data and Systems Coordinator

If you are a sharp, methodical, and detail-orientated office professional with a facility for technical information, who would love to work in an outgoing and dynamic office, we have a great opportunity for you. The Admission Data and Systems Coordinator plays a key role by building communications, reporting data, and managing the Slate CRM system for the Office of Admission at Pitzer College. The Coordinator serves back up to the Admission Operations Manager who oversees the data and technology for the office, and also provides administrative support as needed.

This position requires a talent for working with data systems and software, strong analytical skills, and the ability to maintain focus and attention to detail while working in a busy office environment with multiple interruptions. The ideal candidate is resourceful, driven, friendly and can work in an open workspace with several coworkers. An outgoing personality and a great sense of humor are a plus!

You can learn more about our Admission team by visiting us online at <https://www.pitzer.edu/admission/meet-staff/> and our employment benefits at <https://www.pitzer.edu/human-resources/benefits/>.

Note: This is a summary of the essential functions and requirements for the position; a detailed description is available at the hyperlink listed below.

ESSENTIAL FUNCTIONS:

CRM Management– 30%

1. Serve as a Power User and problem-solve issues in Slate CRM system. Solve complex technical and functional issues to increase operational functionality.
2. Monitor business requirements, identify gaps in current functionality and possible features, suggest enhancements, and build new features. Further develop usage of Slate CRM system.
3. Manage the functionality of features including events and forms, query and report, communications, material, portals, and data integrations.
4. Attend Slate local and out of state conferences as requested and evaluate new features for integration.

Reporting and Data – 30%

1. Create, edit, and run complex data queries and reports in Slate.
2. Serve as a resource to current and potential students, campus representatives and the public regarding data, material, and processing.
3. Analyze, map and import data into Slate on a regular basis, including the Common Application, test scores, external vendors, and other offices.
4. Maintain data integrity and quality, including identifying and building new ways to locate and manage data clean up needs.
5. Identify data needs, prepare new reports, update existing reports, and create data visualization.

Communications – 20%

1. Build and edit complex emails in Slate CRM system. This includes creating and using templates, writing text and conditional logic, building hyperlinks, editing HTML code as needed, and pulling complex data queries.

Other Duties – 20%

Work Hours: This is a full-time, exempt level position week working 12 months per year. The regular hours for this position are 8:00 am to 5:00 pm, Monday through Friday, with a one-hour lunch break. These hours may vary due to needs of the College or department.

MINIMUM REQUIREMENTS

Education: Must have a high school diploma or GED, plus some additional courses and training; OR any combination of education, training or experience that provides the required knowledge, skills and abilities. A bachelor's degree from an accredited institution is preferred.

Experience: Must have two years of relevant experience and a bachelor's degree; or 5-10 years of office support experience with high school diploma/GED. Must have experience in a customer service work environment, working with complex technology systems, and creating reports. Experience working in a higher education environment is preferred.

Licenses/Certifications: Must have a valid driver's license and a driving record acceptable to the College's automobile insurance carrier.

COMPENSATION:

Pay Rate: The hourly rate is commensurate with qualifications, plus excellent benefits. Benefits can be viewed at <http://www.pitzer.edu/human-resources/benefits/>. The pay range will be available to interviewed applicants by request.

Benefits: This position is eligible for the College's full program of employee benefits subject to the terms and conditions in the plan documents/policies, including: medical, dental, vision, group life insurance of at least \$20,000, 12% employer retirement contributions, tuition remission within The Claremont Colleges, gym/fitness resources (including a personal trainer), free parking, an interest-free computer loan, and more. *Note: Restrictions or service requirements apply.* Visit <http://www.pitzer.edu/human-resources/benefits/> for details. Contact us at HR@pitzer.edu if you have questions.

TO APPLY:

Priority Deadline: Applications received by **June 14, 2019** will be included in the initial screening. Review of applications will commence immediately.

Please click [here](#) to be directed to an online Box folder to view the full job description, download the **Staff Employment Application Form** (required) and **Applicant Information Form** (optional). Submit the forms with the following documents:

1. Cover Letter: Please address the following in your letter:
 - a. Your reason for being interested in this position at Pitzer College;

- b. Your experience working with data or technology systems; and
 - c. Your ideal work environment.
2. Resume: Provide relevant experience with dates.
 3. Professional References: Provide a list three (3) professional references, including their names, business titles, phone numbers, email addresses, and an indication of how you are acquainted with them (e.g., former supervisor, coworker, etc.). References will be contacted for top applicants only and advance notice will be provided.
 4. (Optional) Letters of Recommendation: You may also provide up to two (2) letters of recommendation from individuals who can speak about your qualifications.

SUMIT ALL MATERIALS TO: StaffJobs@pitzer.edu

PITZER COLLEGE is a top-ranked liberal arts institution and member of the prestigious consortium of The Claremont Colleges. With a student body of approximately 1,000 co-educational undergraduates, Pitzer's core values include social responsibility, intercultural understanding, interdisciplinary learning, student engagement and environmental sustainability.

Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. We strongly encourage candidates from underrepresented groups to apply.

www.pitzer.edu | StaffJobs

Follow Us

