Enrollment Systems Analyst

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 Enrollment Systems Analyst plays a key role by building communications, reporting data, and managing the Slate CRM system for the Office of Admission at Pitzer College. The Analyst serves as back up for the Associate Director of Enrollment Systems 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 and other technology systems within six months of starting the position.

2. Monitor business requirements, identify gaps in current functionality and possible features, suggest enhancements, and build innovative new features.

3. Manage the functionality of features.

4. Attend Slate local and out of state conferences.

5. Submit and manage tickets to the Slate CRM Helpdesk.

Reporting and Data – 30%

1. Create, edit, and run complex data queries and reports in Slate, and Microsoft Excel.

2. Collaborate to analyze, map and import data into and out of Slate.

3. Update and maintain inquiry and applicant records.

4. Enter data with a high level of accuracy.

Communications – 20%

1. Build and edit complex emails and forms in Slate CRM system.

2. Assist with sending out mail and text communications via email and portal.

3. Collaborate on the creation of decision communication materials.

4. Oversee processing of the admission email account (approximately 8,000 emails a year).

Other Duties – 20%

Work Hours: This is a part-time (10.5 months), non-exempt position week working 40 hours per week from August through mid-June annually. 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 and Experience: Must have two years of relevant experience and a bachelor's degree; or 5-7 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 ***August 12, 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 (Optional)

2. Resume

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. <u>(Optional) Letters of Recommendation</u>: 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 **| Staff Jobs**

Follow Us