

# Job Description

Position Title: Functional Analyst, Registrar Systems

Job Family: Registrar and Admissions

Job Level: Professional - Intermediate

FLSA Status: Exempt

Salary Grade: 06

## Position Summary:

The Registrar Systems Functional Analyst ensures the integrity, accuracy, and efficiency of student records, academic policy, and compliance reporting systems. This position serves as a subject matter expert for systems supporting student records, program of study, and graduation processes, including Banner, Degree Works, and related systems. The Registrar Systems Functional Analyst is responsible for managing system functionality, leading process improvements, and ensuring the College adheres to all federal and state regulations, particularly through mandated reporting.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serves as the subject matter expert for the Banner Student Module regarding registration, academic history, curriculum, program of study, and graduation functions. Acts as the primary contact to troubleshoot and resolve complex student records issues, utilizing extensive knowledge of federal and state policies and the interaction of various systems.
2. Performs testing, troubleshooting, and process improvements across key systems, including Banner, Degree Works, and SoftDocs. Conducts validation and system testing for updates in Degree Works to ensure proper functionality and alignment with official public information, such as the college catalog and website. Provides operational and procedure advice to improve the functionality of eForms in SoftDocs, My Degree Plan, and Banner forms.
3. Manages Compliance reporting to the National Student Clearinghouse (NSC) including error reconciliation. Maintains scheduled enrollment reporting and submits required Graduation reports for federal compliance. Utilizes complex knowledge of forms, data extracts, and the Student Module for reporting purposes.
4. Collaborates with Registrar Office leadership to develop and refine procedures, policies, and operations to enhance high-quality student service. Develops and documents procedure guidelines for core functions and proposes innovative ideas to improve current business processes. Stays updated on federal regulations and internal college policies to maintain the accuracy and integrity of all enrollment data and to inform process development.
5. Leads and participates in projects related to new systems or the upgrading of existing systems, including system testing and validation for enhancements and customizations. Performs testing and validation for the functionality of Banner, NSC reporting, and other systems. Advises Registrar Office leadership on operational or procedural matters to meet project goals and objectives.
6. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of applicable computer programming languages relative to the assignment
2. Knowledge of computer and network operating systems
3. Knowledge of project management principles, processes, and techniques
4. Knowledge of regulatory compliance principles and practices
5. Skill in organization, coordination, and management
6. Skill in program development and process improvement
7. Ability to adapt to a rapidly changing technical environment
8. Ability to apply analytical and critical thinking skills with the ability to draw conclusions and prepare accurate reports of results
9. Ability to work independently as well as in a team environment

## Supervision:

- Not responsible for supervising the work of others.

## Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Vocational or training in Computer Science, information Technology, or a closely related field of study required.
- Bachelor's degree in Business Systems and Analysis, Computer Information Systems, or a closely related field of study preferred.
- One (1) to three (3) years of related technical experience required.  
OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- On-call rotation duties
- Some evening or weekend work hours
- Pre-employment Background Check Required