

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Enrollment Processing**

Job Code: **3883**

Pay Grade: **020** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Computing/related field or equivalent combination of experience and education	
Experience	Minimum one year experience working with databases, to include MS Access.	Experience with student administration systems, especially PeopleSoft.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Responsible for the coordinating and the processing of the daily operational tasks that will support the Academic Records Office to include but not limited to, end of term processing, applications, test score loads, NSC data feeds and monitoring the SPEEDE transcript process. Will work closely with Functional team on any process related issues and testing. Provides first level problem solving for Academic Records office.

Duties and responsibilities	% Time
Responsible for processing required for daily operations of Academic Records Office	30
Provide first level technical troubleshooting support in resolving processing issues	30
Responsible for processing required for operations of Admissions	20
Assists with testing of processes for patches and/ or upgrades	10
Other duties as assigned	10

This position description describes the general qualifications, duties and responsibilities of work being performed.