

REPORTING AND COMPLIANCE SPECIALIST – TEXAS ACE PROGRAM

Job Description

CATEGORY: PROFESSIONAL AND TECHNICAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT (GRANT FUNDED)
SALARY RANGE: 23
REPORT TO: DIRECTOR OF SPECIAL INSTRUCTIONAL PROJECTS-21ST
CENTURY COMMUNITY LEARNING CENTERS
REVIEWED DATE: JUNE 05, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Responsible for providing analytical support for decision-making, strategic planning, and outcomes assessment by planning for, collecting, analyzing, and reporting a wide variety of data through data management, data extraction, statistical analyses, report preparation, and other data-related processes for internal use by the College and external constituencies and agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with the coordination of the loading of student data.
- Prepares and provides reports as required while maintaining appropriate compliance and data activities.
- Prepares reports and data files for external and internal use, ensuring compliance with federal and state privacy laws.
- Performs regular audits of databases and extracts files to ensure data integrity.
- Works with the IT Department to incorporate new technologies and processes for capturing and reporting data.
- Assists internal departments with understanding and identifying data and reporting needs.
- Researches, evaluates, and recommends changes to systems and processes related to the collection, reporting, and dissemination of information.
- Assists with the admissions and registration process for Texas ACE Programs at peak times and/or when needed.
- Assists with preparation and production of Texas ACE Program activities. .
- Maintains awareness of best practices, emerging trends, and new legislation.
- Participates in the process for systematic review and evaluation of the respective functional area per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.

REPORTING AND COMPLIANCE SPECIALIST – TEXAS ACE PROGRAM

Job Description

- Works hours when needed, may including evenings, holidays, or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Serves on committees as appropriate and as appointed by supervisor.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of Texas Southmost College.
- Demonstrated excellent communication, interpersonal and leadership skills; ability to work independently with little direction.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects, as well as maintaining records.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to quickly assimilate to specific software.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Strong statistical and analytical skills.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Capable of a high level of independent judgment and critical analysis.
- Intermediate to advanced experience in the use of a variety of computer applications and reporting tools including, but not limited to, Microsoft Access and Excel.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation

REPORTING AND COMPLIANCE SPECIALIST – TEXAS ACE PROGRAM

Job Description

software, and use of the Internet to access data, maintain records, generate reports, and communicate with others.

- Ability to perform and excel in a high-tech all-digital environment.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree from an accredited college or university in statistics, computer technology, information systems, social sciences, mathematics, business, or a related field.
- Minimum of two (2) years of experience in data collection, analysis, and reporting in a formal educational setting.
- Experience of working effectively in a team environment with a customer service focus.

PREFERRED EDUCATION AND EXPERIENCE

- Experience with the Ellucian (formally Datatel) Colleague student information system.
- Experience with Texas Education Agency (TEA) Secure Applications Information—TEA Login (TEAL) formally Texas Education Agency Secure Environment (TEASE).

CERTIFICATES AND LICENSURES

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

REPORTING AND COMPLIANCE SPECIALIST – TEXAS ACE PROGRAM
Job Description

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

REPORTING AND COMPLIANCE SPECIALIST – TEXAS ACE PROGRAM
Job Description

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a Bachelor’s degree from an accredited college or university in Statistics, Computer Technology, Information Systems, Social Sciences, Mathematics, Business, or a related field?
 - Yes
 - No
3. *Do you have a minimum of two (2) years of experience in data collection, analysis and reporting in a college or university setting?
 - Yes
 - No
4. *Do you have experience working effectively in a team environment with a customer service focus?
 - Yes
 - No
5. Do you have experience with the Ellucian (formally Datatel) Colleague student information system?
 - Yes
 - No
6. Do you have experience with the Texas Education Agency (TEA) Secure Applications Information—TEA Login (TEAL) formally Texas Education Agency Secure Environment (TEASE)?
 - Yes
 - No