Student Records and Registration Analyst	PD No.:PD-7587

POSITION DESCRIPTION INFORMATION

POSITION INFORMATION

Type of Action Requested:*

Internal Team:* ST-Student Records - 34109

Job Code/Employee Classification:* Admin Analyst/Spclst 12 Mo

Job Code: **1038**

Classification Title: Administrative Analyst/Specialist Non-Exempt

MPP Job Code:

Position Number: No position selected.

CSU Working Title:* Student Records and Registration Analyst

Salary Range/Grade: 1038-NON-EXEMPT-Grade-1

Reports to Supervisor: Lisa M Bernardo

Reports To:* Senior Director of Enrollment Services

Position no: ST-10000519

Campus:* Stanislaus

Division:* Academic Affairs

College/Program:* Strat Plan,Enroll,Mgmt,Innovat

Department:* Student Records - 34109

FLSA Status: Non-Exempt

Hiring Type:

Workplace Type (Exclude Inst Fac): Telecommute eligible (work onsite as scheduled and/or as requested and telecommute as scheduled)

Pay Plan: 12 Months

Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:* Not mandated

Conflict of Interest:* None

NCAA: ○ Yes ● No

Is this a Sensitive Position?: ● Yes ○ No

Care of People (including minors) Animals and Property: No

Authority to commit financial resources: No

Access/control over cash cards and expenditure: No

Access/possession of master/sub-master keys: No

Access to controlled or hazardous substances: No

Access/responsibility to personal info: Yes

Control over Campus business processes: No

Responsibilities requiring license or other: No

Responsibility for use of commercial equipment:	No
Is this a Campus Security Authority (CSA):	○ Yes ◉ No
Serves a security function:	No
Designated recipient for crime/misconduct reports:	No
Significant responsibility for Student Activities:	No
Significant responsibility for Campus Activities:	No

Job Summary/Basic Function:*

Under general supervision, the Administrative Analyst Specialist is responsible for the coordination and execution of a variety of administrative, technical, and analytical duties within Enrollment Services. The role includes managing day-to-day program administration, supporting data analysis and reporting, and troubleshooting system issues, all while promoting a positive and collaborative work environment. The incumbent will also act as a liaison, ensuring efficient communication and service delivery within the organization.

Minimum Qualifications:*

Education/Experience: Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

Required Qualifications:

• General knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods.
• Working knowledge of general practices, program, and/or administrative specialty.
• Basic knowledge of and ability to apply fundamental concepts.
• Working knowledge of budget policies and procedures.
• Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty.
• Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
• Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
• Ability to organize and plan work and projects including handling multiple priorities.
• Ability to make independent decisions and exercise sound judgment.
• Ability to compile, write, and present reports related to program or administrative specialty.
• Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
• A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.

Preferred Qualifications:

• Bachelor's degree in Business Administration, Public Administration, Management, Information Systems, or a related field.
• Minimum of 2 years of experience in administrative roles involving program coordination, project management, or office operations.
• Experience in data analysis, research, and validation.
• Experience working in an institution of higher education.
• Experience with database management and reporting tools.
• Familiarity with student information systems (e.g., PeopleSoft) is a plus.

Special Conditions:

License / Certification: N/A

Supervises Employees:* ○ Yes ◉ No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
50	Administrative Operations and Coordination: • Perform of a variety of administrative, technical, and analytical duties of limited to moderate complexity and/or day-to-day administration of programs within Enrollment Services. • Coordinate projects, prepare business process guides and collaborate with colleagues on multi-area initiatives. • Handle multiple work priorities and assignments. • Apply informed judgment to make decisions, interpret, and apply a wide range of policies and procedures related to the program area and/or administrative specialties. Standard procedures and practices are followed. • Assess a wide range of administrative problems related to day-to-day work unit and program operations and apply appropriate solution(s). Typically, the work requires limited innovation, but some ingenuity may be used to meet new needs. • Serve as liaison for the organizational unit and promote a positive, service-oriented, and collegial work environment.	Essential
25	Information Gathering and Analysis: • Support lead analyst with data validation, research, and analysis. • Assist with data gathering, extraction for Chancellor's Office (CO) reporting. • Accurately and concisely communicate information/findings to supervisor and peers. • Analyze data and make accurate projections using business mathematics and basic statistical techniques. • Attend appropriate meetings regarding reporting updates and requirements.	Essential
15	Program Administration: • Assist with registration preparation including system setup and testing, appointments, and troubleshooting system malfunctions. • Provide assistance with academic student record anomalies, investigating problems, and making recommendation for solution.	Essential
10	• Other duties as assigned.	Essential

Physical Mental and Environmental Demands

** Physical Mental and Environmental Requirements Must be Completed for all Positions **

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally - Essential
Climbing:	Never
Concentrating:	Constantly - Essential
Crawling:	Never
Decision Making:	Occasionally - Essential
Keyboarding and Mousing:	Constantly - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally - Essential
Lifting or Carrying up to 25 lbs.:	Never
Lifting or Carrying up to 50 lbs.:	Never
Lifting or Carrying over 50 lbs.:	Never
Performing Calculations:	Frequently - Essential
Pushing or Pulling:	Never
Reaching Overhead:	Never
Repetitive Motion of Upper Extremeties:	Never
Sitting:	Constantly - Essential
Standing:	Constantly
Stooping Kneeling or Squatting:	Occasionally
Walking:	Occasionally

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1 Description:	Constant interruptions and busy office.
Other Physical and Mental Req No.1 Frequency:	Frequently - Essential
Other Physical & Mental Requirement No. 2 Description:	Frequent change in priorities, and adapting to these with little to no notice.
Other Physical and Mental Req No.2 Frequency:	Occasionally - Essential
Other Physical & Mental Requirement No. 3 Description:	
Other Physical and Mental Req No.3 Frequency:	
Other Physical & Mental Requirements:	

Environmental Requirements

Drive motorized equipment:	Never
Excessive Noise:	Frequently
Hazards:	Never
Outdoor:	Never
Elevated Work:	Never
Extreme Temperature (hot or cold):	Never
Indoor (Typical office environment):	Constantly - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1 Description:

Other Environmental Req No.1 Frequency:

Other Environmental Requirement No. 2 Description:

Other Environmental Req No.2 Frequency:

Other Environmental Requirement No. 3 Description:

Other Environmental Req No.3 Frequency:

Other Environmental Requirements: