



## Job Description

**Job Title: Student Tracking & Reporting Manager**

**JTC: DAA**

**Salary Range: N05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for coordinating and managing the processes for tracking, evaluating and reporting on individual DCCCD students and various defined cohorts.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of financial aid rules, regulations and DCCCD processes. Demonstrated ability to track cohorts of students through the DCCCD and transfers. Ability to use Datatel and Estudios to query specific data request for specialized reporting.

Ability to analyze data and prepare detailed reports for federal, state and private donors, to maintain and enhance donor reliability in data and information received from the DCCCD and the DCCCD foundation.

Work collaboratively with clients, colleges and committees when assisting students with scholarship awards. Uses knowledge of District and federal financial aid processes and regulations to support Foundation staff in assisting students seeking financial support.

Ability to maintain large detailed database and use technology to access information within scheduled deadlines and limited timelines created by unexpected special request.

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. May be required to lift and move materials and equipment.



## MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus three (3) years of experience in the Rising Star program. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Use datatel and other available technology and District resources to access data for creating and maintaining historical database information related to students receiving federal, state and private financial support. Verify accuracy and validity of database information.

Prepare detailed student data required or requested by funding sources annually, each semester and special request. Tracking student achievements through DCCCD and transfers when appropriate. Funding sources consisting of Federal grants and appropriations, State of Texas, corporate and private donors. Compile Rising Star data into semester reports providing accurate and verifiable data to be used in annual reports and special projects to Foundation donors and DCCCD administration and colleges

Counsels students and parents on scholarship and financial aid opportunities. Respond to unscheduled student and program data request from donors and funding sources timely and accurately. Researching and reporting on requested data that is not readily available through the normal college reporting cycle because of timing and donor requirements. Work collaboratively with Foundation staff in monitoring and updating information in the Stars Online scholarship application program and process.

Uses Estudios and other available data base analysis programs to track and document student cohorts in the DCCCD Science, Technology, Engineering and Math initiatives and track and document student cohorts and their achievements in the District's Health Careers Institute. Responsible for collecting and analyzing Rising Star student data (enrollment head count, funding sources, academic years, enrollment classes, demographics, employment, family education history and various other data).

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*