



Job Description

Job Title: Senior Manager - Senior District Reports Specialist

JTC: CQC

Salary Range: N06

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

Administers and coordinates the state enrollment reporting functions using a variety of computer records and oversee small or intermediate sized complex projects.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated ability to organize and maintain high volume of records; analyze and prepare detailed reports; work within tight deadlines and minimal supervision. Demonstrates knowledge of policies and procedures that affect clients and/or students, applying them fairly and consistently. Ensures compliance with local, state and federal laws and regulations; and applies best practices that are in direct support of the overall vision, mission and goals of the organization and district.

Is knowledgeable about and can clearly represent own area of responsibility, seeking new knowledge and tools to advance the objectives of the organization. Protects the privacy and confidentiality of employees, students and others. Self-motivated with excellent organizational and problem-solving skills. Requires advanced knowledge of software for spreadsheet and word-processing applications.

Cultivates alliances across internal and external boundaries in order to build and maintain strong working relationships. Acts as a trusted advisor, inspires confidence and model's integrity in decisions, communication and treatment of all individuals internal/external to the college community. Creates a work environment that embraces and appreciates diversity.

Able to gather, compile, and analyze data/information and prepare reports as requested. Detail oriented with the ability to manage multiple assignments and projects, create detailed actions plans, as well as the ability to adapt to changing priorities, deadlines and directions. Makes decisions that are based on thorough analysis of issues and uses sound judgment.

Must have strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituents in a diverse, multicultural college community. Must be able to provide excellent customer service.

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.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher in related field plus three (3) years' data acquisition, analysis and reporting experience or related experience in a research environment. Official transcripts are required. Must have valid driver's license if traveling to off-site locations. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates effort between the administrative office and the colleges in preparation of all state enrollment compliance reports. Responsible for data extraction and analysis from the Colleague System for district use and to generate reports for use by the Texas Higher Education Coordinating Board (THECB) and Legislative Budget Board. Ensure that rules are accurately updated with the new census date immediately following the completion of end of term reports. Manages data by verifying accuracy, completeness, and compliance with the District's policies and procedures, department guidelines and state and federal regulations.

Receives, sorts, and transfers electronic edits to the proper destination requiring advanced knowledge of Colleague Datatel system and ERP. Query, review, and confirm the accuracy of all reports including (CR) and (CE) reports prior to certification and runs queries to identify anticipated reimbursements prior to certification to ensure validity of reports. Maintains historical statistical database of enrollment data of DCCCD and produces timely reports and enrollment trends to management.

Collaborates with Programmers on any needed customizations and modifications to all existing CBM reports. Work with the ERP managers to ensure the computed columns are updated. Responsible for timely reporting of PEIMS records to TEA and train RCHS staff as needed requiring knowledge of The Enterprise Information System for Texas Schools System. Review and resolve all errors and warnings from the Colleague batch error reports and those identified by THECB from the results file.

Acts as a liaison with district and campus personnel, external agencies, or individuals to obtain, supply or explain data relating to state reporting processes. Maintains historical student statistics database. Prepares contact hour information from anticipated state reimbursement reports for use in college budget funding allocation process. Run reports prior to the opening period for the reports to be submitted to the CB to check for errors and to send to colleges for corrections.

Acts as System Administrator in providing software access and support to Administrative/educational systems for RCHS. Performs reconciliation of student enrollment reports for certification, assuring compliance with state, federal and district policies and procedures. Creating and maintaining desk manuals for CBM001, CBM001E, CBM002, CBM004, CBM005, CBM008, CBM009, CBM00A, and CBM00C reports.



Provides assistance to district/campus staff by preparing oral and/or written presentations for internal workshops related to the state reporting process. Participates in internal/external committees as directed and participates in the Ellucian State report group meetings. Participates in testing District software during upgrades and enhancements to adapt new reporting requirements.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other 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.