

RANGE N05

**JTC NO. DAA
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Student Tracking and Reporting Manager

DATE PREPARED: Summer 2011

DATE REVISED: Summer 2012; Summer 2013; Spring 2017

GENERAL SUMMARY:

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

PRINCIPAL 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.
- 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.
- 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.
- Insures accuracy of data in donor reports to maintain donor confidence in and reliability of information received; and prepare special reports to donors upon request.
- Counsels students and parents on scholarship and financial aid opportunities.
- Uses knowledge of District and federal financial aid processes and regulations to support Foundation staff in assisting students seeking financial support.
- Work collaboratively with District financial aid offices when assisting students with scholarship awards.

Student Tracking and Reporting Manager

Page Two

PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- 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).
- 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.
- Work collaboratively with Foundation staff in monitoring and updating information in the Stars Online scholarship application program and process.
- Other duties as assigned.

REPORTING RELATIONSHIP:

First level supervisor is the Foundation Director of Finance and Business Affairs; second level supervisor is the Associate Vice Chancellor, Development.

PHYSICAL EFFORT REQUIRED:

Works with light easy to handle materials requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or equivalent plus four years of related experience in the Rising Star program and reporting requirements **or** Associates degree plus six years of related experience in the Rising Star program and reporting requirements. 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, demonstrated verbal and written communication skills to maintain and enhance donor reliability in data and information received from the DCCCD and the DCCCD foundation. Ability to maintain large detailed database and use technology to access information within scheduled deadlines and limited timelines created by unexpected special request. Knowledge of financial aid rules, regulations and DCCCD processes. Demonstrated ability to track cohorts of students through the DCCCD and transfers. Oral and written communication skills to interact with persons from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***