

Data Reporting and Analysis Specialist Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=149567>

Downloaded On: Mar. 1, 2021 11:40pm

Posted Nov. 12, 2020, set to expire Mar. 14, 2021

Job Title	Data Reporting and Analysis Specialist
Department	Office of Financial Aid and Scholarship Services
Institution	Kean University Union, New Jersey
Date Posted	Nov. 12, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Financial Aid
Job Website	https://www.kean.edu/offices/human-resources/employment/staff-positions
Apply By Email	finaidjobs@kean.edu

Job Description

Under the supervision of the Director, the Data Reporting and Analysis Specialist (Professional Services Specialist II) is responsible for overseeing the input, collection and compilation of financial aid data and assists the Director and other staff with system development projects, user security, reporting, system integrations, testing, documentation and training, data integrity and access. The Specialist serves as project lead for aid-related recruitment and retention projects, implements best practices and collaborates with other division staff to provide essential financial aid and student support services to prospective and current Kean University students. This position requires occasional travel and a flexible schedule including evening and weekend hours.

This is not a remote position and requires physical presence on campus three days per week or as determined by the Supervisor. It requires working on campus during the COVID-19 pandemic and interacting directly with students following all procedures and protocols set forth in the University's Restart Plan and any procedures/protocols created through additional correspondence. The employee



Data Reporting and Analysis Specialist Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=149567>

Downloaded On: Mar. 1, 2021 11:40pm

Posted Nov. 12, 2020, set to expire Mar. 14, 2021

must have the ability to wear a face covering for the duration of the work day during the COVID pandemic or as determined by university protocol.

Qualifications: Graduation from an accredited college with a Bachelor's degree and three years of professional experience working with data in an institution of higher education is required. Master's degree and professional data management experience in a college/university Financial Aid office or enrollment services area with expertise in the Financial Aid data module in Colleague or other higher education CRM is preferred. While data-driven, the ideal candidate will have a proactive approach to technology to support end-users which includes staff, as well as students. Candidate must have acute attention to detail and high accuracy, ensuring work produced is free of errors.

Application: Please send cover letter, resume and contact information for three professional references to: Ms. Alice McPaul, Search Committee Chairperson, Office of Financial Aid, by email to finaidjobs@kean.edu. Please specify Data Reporting and Analysis Specialist in the subject line of the email. Candidacy review begins immediately and continues until appointment is made. Official transcripts for all degrees and three current letters of recommendation are required prior to the starting date of employment.

EEO/AA Policy

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Ms. Alice McPaul
Office of Financial Aid and Scholarship Services
Kean University
Union, NJ

Phone Number 9087377080



Data Reporting and Analysis Specialist
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=149567>

Downloaded On: Mar. 1, 2021 11:40pm

Posted Nov. 12, 2020, set to expire Mar. 14, 2021

Contact E-mail finaidjobs@kean.edu