



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

STAFF VACANCY

POSITION: Admissions and Recruitment Systems Analyst

EEO# EM 18-16

RESPONSIBILITIES:

The University of Louisiana at Lafayette invites applications for the position of Admissions and Recruitment Systems Analyst in the Office of Undergraduate Admissions and Recruitment. Reporting to the Director, the Systems Analyst will:

- Serve as the liaison between the Office of Undergraduate Admissions and Recruitment and the Office of Information Systems
- Primary responsibility is to maintain undergraduate admissions online application and applicant database.
- Design, implement, and maintain data management infrastructure that supports admission and recruitment activities.
- Periodically audit Admissions/Recruitment data management systems for integrity of operations and provide necessary training for staff to support these systems.
- Keep abreast of new and emerging technologies as it relates to admissions and recruitment and recommend technologies that will improve current operations.
- All other duties as assigned by the Recruitment manager.

QUALIFICATIONS:

The Admissions and Recruitment Systems Analyst must possess a minimum of a bachelor's degree (master's preferred). At least one year of responsible experience in college admissions, programming, student services, marketing, or related area is preferred. Additional qualifications include: experience with CRM and database management systems, strong communication ability, proficiency in current computer skills, strong organizational abilities, and a willingness to travel and work non-traditional hours.

UNIVERSITY AND COMMUNITY:

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

ADMINISTRATIVE UNIT:

The Office of Undergraduate Admissions and Recruitment is a unit within the Division of Enrollment Management which provides services and maintains processes relative to the recruitment and admission of undergraduate students. Employees follow a student services model in assisting prospective students as they transition from high school or another two or four-year college or university to the University.

SALARY: Commensurate with experience.

ANTICIPATED STARTING DATE: July 10, 2017

APPLICATIONS:

Candidate review will begin immediately. Applicants should e-mail a cover letter, resume, and the names and contact information of three references to:

Connie Thibodeaux, Associate Director, Office of Undergraduate Admissions and Recruitment

RE: Admissions and Recruitment Systems Analyst Search (EEO# EM 18-16)

Email: conniet@louisiana.edu.

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at:
<http://personnel.louisiana.edu/employment-opportunities/policynondiscrimination>.

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