

Sul Ross State University Position Description

Official Title: SIS Specialist Part Time **Salary Group:** 4 Unclassified **Job Code:** 3907

Summary

Function: Assist the University Registrar with development and implementation of policies and procedures for the maintenance of the student record in the Banner Student Information System.

Scope: This is a part-time position that works closely with Registrar staff on the Alpine and Eagle Pass campuses, providing expert-level knowledge of the Banner Student Information System (SIS) as well as best practices utilized in the traditional Registrar's Office.

Duties

Essential: Provide assistance with:

- Advisor assignments
- Hold assignments
- Student curriculum updates
- Inactivation of learner records at stop-out and graduation
- Purging of student records for those that never enrolled
- Posting degrees
- End of term processing
- National Student Clearinghouse report submission
- Schedule of classes
- Catalog and curriculum management
- Academic calendar
- Other duties as assigned

Supervision

Received: The SIS Specialist reports to the University Registrar.

Given: None.

Education

Required: Bachelor's degree.

Preferred: Master's degree.

Experience

Required: Minimum five years of experience as a Registrar for an institution utilizing the Banner student information system.

Preferred: Experience with Degree Works degree audit system.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date 8/3/2020