MINNESOTA STATE COLLEGES AND UNIVERSITIES
Inver Hills Community College and Dakota County Technical College

Employee Name:	**Position Control Number:** 01117461
Department/Division: Institutional Research and Planning	**Classification Title:** Management Analyst 2
Prepared By: Carrie Schneider	**Working Title:**
☑Non-Exempt ☐ Exempt: ☐ Executive ☐ Professional ☐ Administrative	*If Exempt, attach required documentation*
☐Unlimited ☐ Seasonal ☑Temporary ☐Limited **5 years**	If seasonal, list months during the season worked
☑Full-time ☐Part-time ☐Intermittent Percent if not full-time ____ %	**Date Prepared:** 10.25.2016

POSITION PURPOSE *(why position exists; how it helps accomplish mission of the department/division)*

This position exists to support the work of the Inver Hills Community College and Dakota County Technical College Title III Grant by analyzing and managing course scheduling information and overseeing the implementation and ongoing maintenance of Starfish by Hobson's Degree Planner software. This position will also design and implement training sessions for Starfish by Hobson's Degree Planner software.

PRINCIPAL RESPONSIBILITIES AND RESULTS AT INVER HILLS COMMUNITY COLLEGE AND DAKOTA COUNTY TECHNICAL COLLEGE

1. Plan, oversee and manage the use of Starfish by Hobson's Degree Planner software to ensure campus stakeholders are able to utilize the system for student degree planning.
   a. Develop and implement a comprehensive plan to configure Starfish by Hobson's Degree Planner software to meet stakeholder needs.
   b. Work with IT to manage daily ISRS replicated data uploads into Starfish by Hobson's Degree Planner; ensure data integrity.
   c. Develop and deploy naming conventions within the Degree Planner modules to ensure consistent queries and interpretation of data.
   d. Possess a deep understanding of the technical aspects of the Degree Planner software module and work with Hobson's to troubleshoot and resolve technical disruptions in a timely manner; attend Hobson's training and conference.
   e. Identify and provide training to end users and departments; Create training materials and documentation for reporting processing.
   f. Create a user manual and document processes for end-users of the Degree Planner software.
   g. Assist departments in leveraging Starfish by Hobson's Degree Planner to achieve scheduling and student success goals.

   Priority: Essential   Percent of Time: 50%

2. Analyze and manage course scheduling data to ensure courses are matched with adults learners' preferences and provide opportunity for more timely degree completion
   a. Complete data analysis and reports
   b. Ensure data integrity in course scheduling and reporting

c. Create data reports to project course loads and required schedule resources
d. Work with academic deans, faculty, advisors, advisory boards, and other stakeholders to make recommendations on career ladders based on student preferences, scheduling considerations and contractual requirements.

Priority: Essential   Percent of Time: 25%

3. Fulfill college administration and Title III Grant Project Director requests for data and progress reports
    a. Develop and implement tools to track usage of Student Degree Planner
    b. Develop and implement tools assess the effectiveness of Student Degree Planner
    c. Submit monthly progress reports to the Title III Grant Project Director
    d. Track and report on a monthly basis the amount of time worked, tasks completed and objectives met for Title III Grant

Priority: Essential   Percent of Time: 20%

4. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization.
    a. Attend training sessions and departmental/divisional and college-wide meetings as required
    b. Represent Inver Hills Community College and Dakota County Technical College at the metro Hobsons user group meetings
    c. Perform all other duties as assigned

Priority: Secondary   Percent of Time: 5%

*Priority: Essential=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; Secondary=if not essential, then responsibility is secondary; **Discretion (optional)**: A-Employee investigates situations, makes decisions, takes appropriate action reports by exception and through normal review processes; B=...reports to supervisor immediately after action is taken; C=...makes decisions with supervisor....reports to supervisor immediately after action is taken; D=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.*

KNOWLEDGES, SKILLS, AND ABILITIES

Minimum Qualifications:
- Bachelor's degree in a related field;
- Two years of professional experience working with complex records systems and interactive technology;
- Experience in database management and use of spreadsheets;
- Experience and skill in data gathering and data integrity;
- Experience and skill in research and analysis;
- Skill in written communication and preparation of materials, recommendations, and reports;
- Experience and high level of comfort with technology and computers.

Preferred Qualifications:

- Master's degree;
- Three or more years of professional experience working with complex educational records systems and interaction technology;
- Experience in project planning
- Knowledge of Minnesota State mission, programs, and policies;
- Experience and skill in research and analysis techniques appropriate to higher education;
- Experience constructing creative and innovative solutions to problems;
- Ability to handle multiple tasks and deadlines;
- Ability to work and contribute in a team environment and work across multiple departments;
- Ability to translate technical jargon to Connect/Retain users as well as the ability to explain user needs to IR and IT personnel
- Experience managing or working in a constituent relationship management platform, preferably within the higher education market.

RELATIONSHIPS
This Position Reports to: Associate Vice President of Strategic Initiatives

Internal and External Clientele and Purpose of Contact *(the most significant job related contacts)*
The position works on a daily basis with Academic Advisors, the Director of Financial Aid, Director of Enrollment services, and other college staff, faculty and administrators. The position also works frequently with the Dean of Students, institutional research and IT professionals. The positions will also, occasionally, interact with the general public, other MnSCU institutions, and local, state and federal agencies.

PROBLEM SOLVING *(most difficult types of problems to resolve and consequence of error/non-resolution)*
Institutional integrity requires adherence to standards. However, inevitably issues associated with unique internal client needs require this person to be able to recommend possible solutions to problems and issues that arise during conversations with these clients. To the extent the recommended solutions do not resolve the problems and issues at hand the incumbent should refer the situation to their supervisor for resolution. Issues and problems that might affect college's credibility must be referred to the Dean of Students.

FREEDOM TO ACT

Budget *($ authority and/or type of impact on budget, i.e., signatory, manage, monitor, recommend)*

Decision(s) Position Makes and Decision(s) Referred to Higher Authority
This position has the freedom to act within the constraints of existing policies and procedures. The position does not create policy, methodologies, or methods, but should recommend potential options. The incumbent is expected to consult with the Project Director and/or the Associate Vice President of Strategic Initiatives when unusual problems or emergencies arise.

All employees must comply with department and institution procedures and policies, MnSCU policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

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