



## **MANAGER, STUDENT SYSTEMS & REPORTING (2 YEAR CONTRACT)**

OCAD University (OCAD U) has an exciting opportunity for a functional Student Information Systems expert. Having recently implemented a new, integrated ERP suite, Colleague by Ellucian, OCAD U is looking for a Manager, Student Systems & Reporting to help related business units with the transition in system and business processes.

Demonstrable experience working with student information systems (e.g. Registrarial, Admissions, Recruitment, Financial Aid & Awards, etc.), multiple stakeholder groups, and reporting is key.

Reporting to the University Registrar, the Manager, Student Systems & Reporting provides leadership and direction in the development and maintenance of the University student information system and related system modules, generates statistical and enrolment reports for the University community and submits enrolment reports and data to external agencies and government bodies.

As a member of the University Registrar's management team, the Manager, Student Systems & Reporting defines and promotes technological solutions to improve services and operational efficiency related to student records and enrolment, and ensures the integrity of the data in statistical and enrolment reports.

### **SUMMARY OF RESPONSIBILITIES:**

- Work closely with the University Registrar in the development and implementation of departmental strategic planning processes
- Provide vision and leadership in the development and maintenance of the University's student information systems
- In collaboration with system leads, propose, develop and implement systems, policies and procedures which improve services to the University community and contribute to the University's goals and strategic objectives
- Define business and project requirements in consultation with department leads for new systems and/or enhancements
- Test and implement new applications in collaboration with IT Services and other functional business units
- Regularly review and analyze business processes related to the functions of the Office of the Registrar
- Review and analyze business processes related to system and data requirements for academic support offices
- Develop end user documentation and training programs
- Ensure appropriate secure access to all student records is established and maintained
- Prepare and submit accurate enrolment data to funding bodies and other agencies as required
- Work closely with IT Services to produce clear, informational statistical and enrolment reports for the University community
- Maintain thorough knowledge and understanding of relevant University regulations, policies and procedures and confidentiality requirements
- Maintain current knowledge and understanding of provincial and federal legislation concerning freedom of information and privacy legislation
- Participate in relevant University committees and external associations and networks as required
- Act as designate in the absence of the University Registrar, including supervision of staff
- Assist the University Registrar in other related tasks that contribute to the successful operation of the Office of the Registrar

### **QUALIFICATIONS:**

- Post-secondary degree in a related discipline with focus on business and data analysis and on database or application side development; Graduate degree preferred
- Minimum of 6 years of related experience with increasing responsibilities, including demonstrated work experience with system related projects
- Demonstrated experience working with a commercial student information system and integrated ERP suite

(e.g. Colleague, Banner, PeopleSoft, etc)

- Excellent understanding of and experience working with student information systems from a functional perspective
- Knowledge of university regulations, policies and procedures within a registrarial context
- Strong interpersonal skills, including tact, good judgement and diplomacy
- Excellent planning and organizational skills and attention to detail
- Excellent oral and written communication skills and presentation skills
- Demonstrated experience documenting business and system requirements including business process, workflow and data modelling, preferably relevant to higher education
- Demonstrated ability to analyze and interpret complex material, write clear, concise reports, and communicate technical and business analytics in user friendly terminology
- Ability to meet strict deadlines and work effectively under pressure of high volume and constantly changing priorities
- Strong ability to learn quickly, take initiative and work independently and participate collaboratively in a team environment
- Demonstrated commitment to the principles of equity and diversity, and proven ability to deal with a diverse population

**HOURS OF WORK:** Monday to Friday for a total of 35 hours per week. *The expected duration of this contract is two (2) years with the possibility of renewal.*

**COMPENSATION:** Commensurate with experience.

**APPLICATION DEADLINE:** Review of applications will be ongoing until the position is filled.

**Interested applicants are invited to submit an updated resume with a cover letter [online](#).**

*As an employer committed to the principles of employment equity, we encourage applications from women, Aboriginal peoples, visible minorities, persons with disabilities, and persons of all sexual orientation or gender identity.*

*OCAD U is committed to providing an inclusive and barrier free experience to applicants with accessibility needs in accordance with the Ontario Human Rights Code (2015) and the Accessibility for Ontarians with Disabilities Act (AODA). To request accommodation during the recruitment process, please contact Human Resources. For more information, please refer to OCAD U's policy on Accommodation in Employment for Persons with Disabilities.*

*All qualified persons are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.*