Job Title: Business Data & Reporting Analyst, Level 1 (Hourly) (Multiple Vacancies)

Job ID: 27537

Location: College of Staten Island

Full/Part Time: Part-Time

Regular/Temporary: Temporary

GENERAL DUTIES

Under supervision, provides and/or oversees expert end-user support by proficiently and accurately inputting, auditing, and reporting on information in CUNYfirst (i.e., PeopleSoft). CUNYfirst is the City University of New York's Enterprise Resource Planning (ERP) Oracle/PeopleSoft system used to capture and maintain the University's student administration, human resources and finance functions.

This position differs from an Information Technology position in that an incumbent in an Information Technology position provides hardware support, software programming and networking, systems planning, and/or technological troubleshooting while a Business Data and Reporting Analyst is a highly skilled end-user of CUNYfirst. There are 4 levels of this title. Related duties may be assigned as needed.

Levels 1 and 2 are non-exempt from FLSA.
Levels 3 and 4 are exempt from FLSA.

This job is in CUNY's Classified Civil Service. The full specification is available on our web site at http://www.cuny.edu/about/administration/offices/ohrm/hros/classification/ccsjobs.html

CONTRACT TITLE

Business Data and Reporting Analyst

CAMPUS SPECIFIC INFORMATION

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

The Adult Student Recruitment Assistant is a part-time position that reports to the Director of Enrollment Management and primarily:
• Utilizes the CollegeApp database software and track student interactions, update contact information, and document outreach efforts.
• Analyzes information obtained from the database college app to make decisions concerning outreach and advertising to potential students including phone calls, emails and social media platforms.
• Serves as an Administrator in multiple systems including the CollegeApp, Mail Chimp, Ground Truth.
• Creates and tests messaging from data extracted from the CollegeApp database.
• Troubleshoots any issues associated with the extraction of data and escalate to appropriate staff.
• Prepares and cleans data for messaging created from the CollegeApp system.
• Supports all aspects of admissions and recruitment for adult and non-traditional students, with a particular emphasis of information obtained via the College App. This may include engaging students from database and participation of on/off-campus recruitment events.

MINIMUM QUALIFICATIONS

All Levels
- Possession of a High School Diploma or GED.
- Demonstrated English language proficiency, including the ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for the job tasks.
- One (1) year of related full-time experience utilizing PeopleSoft computer software technology. CUNY considers full-time experience to be 35 hours per week. Experience that is less than full-time and more than 20 hours per week can be prorated at 50% (e.g., two month's related work experience at 20-35 hours per week equate to one month's full-time related work experience.)

This title has four levels. To qualify for Levels 2 - 4, additional qualifications, such as education, experience, or certification relevant to the area of specialization are required. The full specification is available on our web site at [http://www.cuny.edu/about/administration/offices/ohrm/hros/classification/ccsjobs.html](http://www.cuny.edu/about/administration/offices/ohrm/hros/classification/ccsjobs.html)

OTHER QUALIFICATIONS

Preferred qualifications include:

• Bachelor’s degree.
• Prior experience in recruiting and onboarding non-traditional students.
• Proficiency in Microsoft Office Suite and familiarity with database systems.
• Ability to review data and make decisions on likelihood of enrollment.
• Exceptional communication and interpersonal skills.
• Strong organizational and time management capabilities.
• Ability to work both independently and collaboratively within a team.
• Passion for higher education and the capacity to effectively convey the institution’s values and offerings to prospective students.
• Availability to work flexible hours, including evenings and weekends, to accommodate events and outreach activities.
**COMPENSATION**

New Hire: $21.30/hr*
Incumbent: $24.08/hr

*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

**BENEFITS**

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

**HOW TO APPLY**

To apply, please visit [http://cuny.jobs/](http://cuny.jobs/) and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

**CLOSING DATE**

November 9, 2023

**JOB SEARCH CATEGORY**

CUNY Job Posting: Information Technology/Technical

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.