

Management Analyst, Enrollment & Financial Services  
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245546>

Downloaded On: Sep. 26, 2024 11:53pm

Posted Sep. 20, 2024, set to expire Oct. 6, 2024

<b>Job Title</b>	Management Analyst, Enrollment & Financial Services
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Sep. 20, 2024
<b>Application Deadline</b>	10/06/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Accounting & Finance
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**Job Description**

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**Management Analyst, Enrollment & Financial Services**

**Closing Date:** 10/6/2024

**Definition:**

The Department of Enrollment & Financial Services is seeking a talented professional to fill the position of Management Analyst.



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The Management Analyst will plan, coordinate, and conduct analysis for systems such as Banner, Degree Works, CCC Apply, and Starfish that support the student journey. The Management Analyst will assist with validation and reporting for Gainful Employment, National Student Clearinghouse, 320, MIS, Program Review, and SAO reporting that aligns with the Strategic Education Management Plan (SEMP). Reporting to the Dean of Enrollment and Financial Services, the Management Analyst will demonstrate flexibility, effective communication skills, and a commitment to data literacy.

Mission College, located in the heart of Silicon Valley, is seeking a dynamic leader who thrives in a fast-paced and innovative environment. Recognized as both a Hispanic Serving Institution and an Asian American Native American Pacific Islander Serving Institution, Mission College is known for the strength of our academic programs and faculty as well as our equity-minded and student-focused approach that combines high-tech and high-touch.

Applicants who possess the knowledge, skills and life experience to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

### **Assignment:**

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of December 2024. Schedule may change to include some evening or weekend hours, as needed. This position is a member of the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: Mission College, Santa Clara, CA

### **Salary and Benefits:**

Anticipated Hiring Range:

- 8,514.92-\$9,308.50 monthly (WVMCEA Salary Schedule, Range 70, Steps A-C).

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### Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

### Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Experience: Two years of responsible technical or professional administrative experience in a college or university environment.
2. Education: Equivalent to possession of a Bachelors degree from an accredited college or university with major course work in business administration, public administration, social science, computer science, or a related field

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

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### **Examples of Duties and Responsibilities:**

Duties may include, but are not limited to, the following:

- Plan, coordinate, and conduct administrative and operational analysis; recommend solutions based on findings.
- Design, develop, and coordinate implementation and evaluation of departmental administrative and operational systems and procedures.
- Create and maintain databases from a variety of internal and external sources; monitor development and input of data.
- Monitor and analyze changes to laws, regulations, and procedures relative to area of assignment; interpret, explain, and disseminate information on pertinent regulations to administrators, faculty and staff.
- May provide leadership and coordination of projects in area of assignment; liaison with other district and/or college departments and divisions, faculty and administrators to ensure updated information is available and presented on web site.
- Provide work direction and assessment to technical and administrative support staff and students.
- Audit, input and validate relevant data in various software programs; use content management system to help maintain website, maintain college events calendar, digital signage, social media, and external advertising, produce materials for class schedule and collateral material
- Coordinate a variety of information and resources for department administrators and faculty.
- Prepare and maintain a variety of federal, state, district, and college reports and surveys.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

**For more information on this position and to apply, please visit our website at the following link:**  
[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.



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*West Valley-Mission Community College District is an Equal Opportunity Employer.*

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

West Valley-Mission Community College District

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