

Admissions Data and Operations Manager

Catholic Theological Union (CTU) is seeking an experienced Admissions Data and Operations Manager (AO) to join our team! This position will oversee data and systems operations for the Enrollment Department. The AO Manager will work within the Enrollment team to help ensure a positive and supportive user experience for applicants and students throughout the enrollment process. The AO Manager will also help serve as a bridge to the Academics team as the primary support for the school's Student Information System. This person will manage and report data to help support and inform decisions regarding student experience, from inquiry to graduation.

Areas of Responsibility:

Admissions Data Management

- Serve as the school's Student Information System Administrator (Jenzabar SONIS) and system administrator for the admissions and recruitment program.
- Provide support for all functions in the Student Information System (Jenzabar SONIS) to the enrollment department and in support to the Academics team as determined by the Director of Enrollment.
- Collaborate with the Admissions and Recruitment Officer to track and manage inquiries and applications in SONIS and generate reports from SONIS for the Director of Enrollment as needed.
- Work with the Registrar to track and manage international student visa applications.
- Other duties as assigned by the Director of Enrollment Management.

Financial Aid

- Receive and process financial aid and scholarship applications.
- Track student incomplete and/or changing financial aid profiles.
- Manage scholarship funds and ensure available amounts are up to date in collaboration with Development.
- Reconcile utilized scholarship funds with scholarship offers each term.
- Participate in scholarship committee meetings and prepare documents for scholarship committee review.
- Serve as the CTU point person in communication for Federal student aid and with third party student loan processors.
- Serve as a liaison with the Business Office on scholarship distributions.
- Maintain NSLDS (National Student Loan Database).

- Serve as the primary School Certifying Official (SCO) for Veterans Benefits and compile the yearly catalog request for VA certification.

Qualifications:

- 2-3 years relevant work experience, and Bachelor's degree preferred.
- Excellent customer service skills including strong verbal and written communications skills.
- Highly organized work habits.
- Data management and analysis skills required.
- Must be adaptable, flexible, able to prioritize and respond effectively to multiple demands.
- Capable of analytical and creative thinking, learning and problem solving.
- Must be able to work in a collaborative environment with the ability to work with multiple populations and divisions in higher education.
- Proven attention to detail and able to work independently.
- Demonstrable knowledge of Microsoft Office Suite, mail merge and Excel in particular.
- Successful work in a CRM, SIS (SONIS from Jenzabar) preferred but not required.
- Ability to practice discretion in sensitive matters
- Dedication to adhering to CTU's diversity statement and collaborating within a diverse and inclusive environment
- Must demonstrate an appreciation for CTU's Catholic context and particular mission.

Benefits:

- CTU offers a comprehensive benefit plan including:
- Medical, dental, and vision coverage, life insurance, and long-term disability
- A retirement contribution matching program
- A generous paid time off, including vacation, sick days, paid holidays, and personal time

Catholic Theological Union is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, traits associated with race, color, religion (except where religion is a bona fide occupational qualification for the job), national origin, age, sex, sexual orientation, gender identity, marital status,

ancestry, physical or mental disability, veteran status, or any other legally protected characteristics.