

Posted: 10/28/2024
Hourly Rate: \$24.62
Status: Non-Exempt
Part-time (25 hours a week)



[The College of Idaho](#) invites applications and recommendations for a **Data and Systems Specialist** to join the Student Financial Services team. This position plays a crucial role in maintaining the integrity, functionality, and efficiency of systems related to Student Financial Aid by managing, analyzing, compiling data, and identifying and recommending system enhancements for productivity improvement.

The Data and Systems Specialist plays a critical role in managing the Ellucian Colleague ERP and Slate CRM databases. This position is responsible for implementing, analyzing, and maintaining system functionality, as well as rigorously testing the student module after system updates. The specialist will take charge of developing and validating analytical and operational reports, ensuring compliance with state and federal requirements related to Federal Student Aid. Additionally, the specialist will be responsible for providing essential training to staff on system updates and changes, while maintaining comprehensive documentation of all system processes and procedures.

A successful candidate will have either an Associate's degree from an accredited college or university, **or at least** two years of experience working in a collegiate setting; a Bachelor's degree is preferred. The candidate should have demonstrated success working with a unified ERP system and in producing reports. Experience that shows a strong commitment to customer service is important, and bilingual language skills are preferred.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current valid driver's license is also required and candidates must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

Candidates meeting the qualifications listed above should submit a current résumé, a cover letter addressing qualifications for the position, a statement on diversity that articulates a commitment to representation, inclusion, and equity, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. Review of applications will begin immediately and continue until the position is filled. Additional information may be requested of qualified candidates as we move through the applicant review process.

With over 132 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.