

# UNIVERSITY OF DALLAS

## Admissions Analyst

Job Number: 11239UD

Date Posted: July 21, 2021

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### WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

### JOB DESCRIPTION

UD is currently seeking an Admissions Analyst to assist in management of prospective and applicant student data and application materials. This position will be responsible for maintenance of applicant records and files and entering of prospective student data in two software programs in addition to creating requested updates to the Slate CRM database.

### PRIMARY RESPONSIBILITIES

- Create prospective and applicant records within the Slate CRM Database from University of Dallas admissions events.
- Upload materials to applicant records within the Slate CRM database.
- Elicit business requirements from admissions functional leads to build and/or update application, materials, checklist items, and communication configuration within Slate CRM database for admissions processing.
- Create and/or updates reports and queries for enrollment management teams and other University stakeholders that utilize Slate.
- Assist with maintenance of application imports from third party service such as ApplyTexas and Common Application.
- Assist with data evaluation and export of data to third party service providers such as EAB.
- Assist the Admissions Information Systems department with ad hoc requests for data, process improvement, bin updates, and workflows.
- Assist with other ad-hoc projects, data requests, and integrations as needed to support University admissions processing.

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## MINIMUM REQUIREMENTS

- Associate's degree.
- Two years of data entry and data analysis.
- Advanced knowledge of Excel or related concepts in order to create and maintain complex data structures and information flows.
- Knowledge of SQL.

## PREFERRED QUALIFICATIONS

- Bachelor's degree.
- Higher education experience within Admissions or Enrollment Services.
- Prior experience with Slate, Banner, EAB, ApplyTexas, and Common Application

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**