



## FLETCHER TECHNICAL COMMUNITY COLLEGE

### Enrollment Services Data Specialist

Provides assistance to Registrar and Enrollment Services by monitoring and managing student records and data clean up within the student information system as well as third party agencies used to monitor student records.

- Assists Registrar and the Assistant Director of Enrollment Management with ensuring the accuracy, integrity, and security of all student records.
- Assists with reviewing reports to identify and correct academic and financial aid errors on student accounts.
- Assists with scanning, organizing, and filing all student documents for Enrollment Services.
- Assists with billing to the Louisiana Office of Student Financial Assistance (LOSFA).
- Assist with adding student financial aid awards to accounts.
- Assist with reviewing student accounts to determine registration and financial aid eligibility.
- Works with Institutional Research and Effectiveness, Enrollment Services, and Student Services to run internal audits to ensure accuracy of data entry.
- Works with internal stakeholders to ensure clearinghouse data is accurate for enrollment, CIP codes, and withdrawals
- Performs other duties as assigned.

**Qualifications:** Bachelor's degree

**Preferred Qualifications:**

- Records and/or financial aid experience
- Experience with Ellucian Banner
- Good written and oral communication skills
- Good organization skills
- Problem-solving abilities, with attention to detail
- Ability to work independently and efficiently
- Self-motivated and directed, with the ability to effectively prioritize and execute tasks in higher-pressure environment

**Reports To:** Executive Director of Enrollment

[About Us](#) (Click here to learn about Fletcher)

The Schriever, Houma, Thibodaux community is famous for its Cajun food and music, charter boat fishing, swamps, and dance halls. Also, it is well known for its birding trails, an exotic wildlife park, museums, Mardi Gras celebrations, medical facilities and more. The area is designated a retirement community and offers diversity and a rich culture. Residents take pride in their properties and that curb appeal adds to the richness of the community.

**Fletcher Technical Community College is an Equal Opportunity Employer** in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this

Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them. Faculty and staff demonstrate success in working with diverse populations and demonstrate experience in a variety of teaching methods.

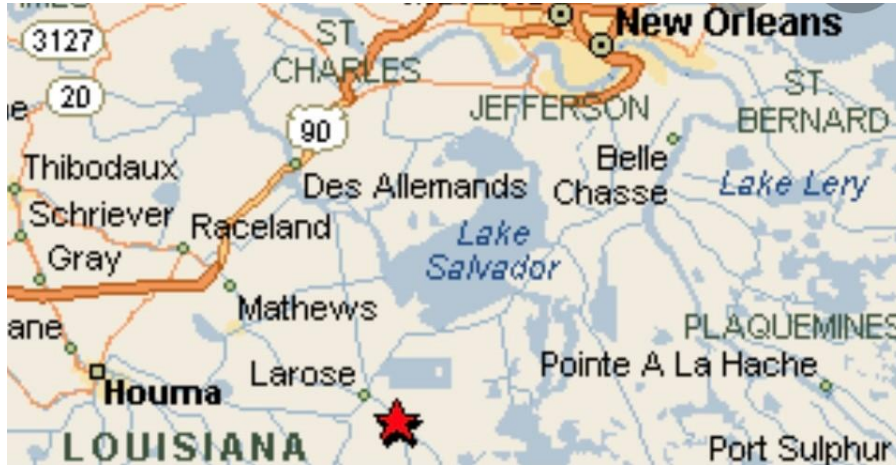
**Title IX Coordinator:**

(985)448-5904

1407 Highway 311

Schriever, LA 70395

**Campuses are located in Schriever, Houma and Thibodaux, 1 hour southwest of New Orleans.**



Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

[hr@fletcher.edu](mailto:hr@fletcher.edu)

or

**Fletcher Technical Community College  
Human Resources  
1407 Highway 311  
Schriever, LA 70395**

Application Instructions can also be located at [www.fletcher.edu](http://www.fletcher.edu) under Employment.

