

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: March 09, 2010 Department: Title III- Center for Student Retention and Success
 SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: April 10, 2010 Date position to be filled: Open until Filled

Position Title: Student Tracking Manager

Salary (annual): _____ or Salary Range: \$29850.00 to \$30746.00

Please check all categories that apply to this position:

Status

- Part-time

% of time
 Full-time

Faculty Position

- Temporary
 Tenure
 Tenure Track (Probationary)
 Grant
 Contract

Unclassified Position

- Administrative
 Temporary
 Permanent
 Grant
 Contract

Classified Position

- Probationary
 Job Appointment
 Provisional Appointment

Contact Person: Ms. Leatrice Latimore Telephone No: (504) 286-5033

Contact Email Address: Llatimor@suno.edu

Contact e-mail address is for: Human Resources utilization only Posting to VAS website

Brief job description:

Responsible for collecting, researching, compiling, analyzing, formatting, tracking, and distributing data relative to the retention of students. This position is also responsible for establishing a database sufficient in tracking and reporting student status throughout their matriculation; prepare all quantitative data for all Title III and funding agency reports; Responsibilities also include writing SQL queries, providing charts, graphs, and other visuals in support of the component.

Minimal qualifications:

All applicants must have a Bachelor's degree in MIS or a related field, however a Master's is preferred; Statistical data research and development experience is preferred; Applicant must have excellent skills in system operations and graphics; must have a pleasant personality and be a self-starter; some SQL experience desired.

Remarks:

All qualified applicants must submit a letter of interest, a current resume, three letters of professional reference, and copies of all transcripts.

Apply To:

Center for Student Retention and Success
Attn: Leatrice Latimore
Southern University at New Orleans
6400 Press Drive
New Orleans, LA 70126

AN EQUAL OPPORTUNITY EMPLOYER