



Connecticut State  
Colleges & Universities

Connecticut State Community College  
Job Description  
Reporting Specialist

**Salary Level:**  
CCP 16 (Subject to Willis)

**Date Approved/Revised:**  
2/22/2022

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**POSITION PURPOSE:**

Under the direction of the Director of Reporting & Compliance, the Reporting Specialist is responsible for delivering timely and accurate enrollment reports to key campus stakeholders at Connecticut State Community College. The position also works to ensure that the institution remains compliant with all federal and state guidelines, policies, regulations, and laws as they pertain to enrollment reporting. This position is accountable for contributing to the enrollment, registration, and retention operations of the College.

**SUPERVISORY AND OTHER RELATIONSHIPS:**

This position reports directly to the Director of Reporting & Compliance. This position may supervise administrative and/or clerical staff as needed.

The position is required to work collaboratively with other offices and services within Connecticut State Community College, and to develop enrollment goals, build and develop partnerships, relationships, and collaborations with all levels of stakeholders to facilitate and enhance the resources and services provided to students.

**EXAMPLES OF DUTIES:**

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Supports the Director of Reporting & Compliance in assisting with completing required enrollment status reporting to state and federal agencies within required timeframes; resolves error reports.
- Develops reports that enable enrollment services and the enrollment management team to investigate and assess critical enrollment issues, demographics, and initiatives, including developing enrollment projections and reports required for federal and state reporting.
- Works closely with the office of planning, and research, to develop and prepare reports on a wide variety of topics.
- Supports the Director of Reporting & Compliance by working closely with the IT & IR to write and administer test plans for upgrades, patches or new software implementations that impact the Banner system.
- Assists with drafting and modifying and updates to enrollment reports; assisting with testing any updates to reports before moving to production; supports the team with the testing and deployment of systems related to the unit's operations.
- Works with the Director of Reporting and Compliance to support the implementation of campus confidentiality policies, procedures, staff development, training and interpretation related to the release of student record information including the processing of court ordered subpoenas and Solomon Amendment requests.
- In collaboration with the Director, assists in the communication with faculty, staff, administration, and other stakeholders and provides updates to changes on state and federal laws that may impact enrollment.
- Assists with creating and maintaining the various forms related to the registration and enrollment process; review forms to assure completeness and compliance to all state and federal guidelines, policies, regulations, and laws.

- Helps to maintain the college website, catalog, and other materials as they pertain to reporting and compliance.
- Maintains a commitment to CSCC overarching goals including initiatives encouraging equity and diversity.
- Represents CT State Community College interests at professional organizations at the state and national level.
- May involve occasional evening or weekend work, within contractual limitations.

### **PROFESSIONAL PARTICIPATION AND DEVELOPMENT**

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement, and honors ceremonies.
- Service on assigned committees and task forces.
- Attendance and participation at, committee, staff, informational, and professional meetings at the college and regional level.

### **QUALIFICATIONS:**

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.)

Incumbents are required to have demonstrated knowledge and abilities in the following areas:

- Demonstrated understanding of a comprehensive community college.
- Demonstrated understanding of state and federal laws and guidelines, and how to maintain compliance with regards to enrollment reporting.
- Demonstrated understanding of enrollment reporting, including Clearinghouse and NSLDS.
- Demonstrated ability to work in groups, which emphasize collaboration, consensus building, conflict resolution, and problem solving.
- Sensitivity to and ability to work with the diverse academic; socioeconomic, cultural and ethnic backgrounds of members of the College community, including those with disabilities.
- Effective interpersonal, written, oral, and presentation skills.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a bachelor's degree in education, counseling, student development, social work, enrollment management or an appropriately related field together with one to four years of related experience or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

### **WORK ENVIRONMENT:**

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences. Reasonable accommodation will be made for incumbents and candidates with physical limitations.