

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Student Information System Specialist	FLSA status:	Non-exempt
DEPARTMENT:	Information Technology	REPORTS TO:	Director of Information Technology
CONTRACT TERM:	Part-time, grant-funded position ending September 30, 2031		

Position summary: Panola College seeks a skilled and collaborative Student Information System Specialist to support interactive dashboards and customizable reports, collaborate with faculty and staff on meaningful outcomes assessment, and help employees use institutional data to improve student support, learning, success, efficiency, and effectiveness.

Position responsibilities:

- Support faculty and staff in navigating the college Student Information System, Jenzabar J1.
- Support the design, development, testing, deployment, and use of interactive data dashboards and customizable reporting tools for faculty, staff, and administrators.
- Translate stakeholder questions and operational needs into appropriate data definitions, queries, reports, dashboards, visualizations, and automated processes.
- Collaborate with faculty, staff, administrators, the Title III Project Director, and the Director of Institutional Research to define data requirements, measures, baselines, collection methods, and reporting schedules.
- Support consistent data definitions, documentation, validation practices, and reporting methods so performance information is comparable across periods and with established baselines.
- Develop and deliver training, reference materials, and technical assistance that help faculty, staff, and administrators use dashboards and reporting tools accurately and effectively.
- Use appropriate programming languages, automation tools, and approved artificial intelligence applications to improve institutional efficiency, data quality, reporting, and decision support.
- Troubleshoot data, report, dashboard, integration, and access issues; document findings; and coordinate resolution with Information Technology staff, vendors, and system users.
- Protect confidential and sensitive information and comply with FERPA, cybersecurity requirements, data-governance standards, access controls, college policies, and applicable laws and regulations.
- Perform all other duties as assigned.

Minimum Position Requirements

- Bachelor's degree in statistics, mathematics, business, information technology, or a related field required.
- Experience with coding, software development, workflow automation, reporting tools, or dashboard development preferred.
- Higher education data, Student Information System, and institutional research experience preferred.

Knowledge, Skills, and Abilities Required

- Ability to write, test, troubleshoot, document, and maintain queries, scripts, reports, dashboards, and automated workflows.
- Proficiency with spreadsheets, database and reporting tools, data-visualization platforms, programming languages, automation tools, and approved artificial intelligence applications.
- Strong written, verbal, organizational, documentation, problem-solving, and project-management skills.
- Ability to manage multiple priorities and deadlines while maintaining accuracy, confidentiality, security, and appropriate access to institutional data.

Physical Demands and Work Environments:

- Work is normally performed in a typical interior/office environment.
- No or very limited physical effort is required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.

Additional Information

This is a part-time, grant-funded position ending September 30, 2031. Continued employment is contingent upon the availability of grant funding.