

Class Code:..0431-2015  
Position#: (NUNC).....(E)  
Developed by:..DL, CJ, LK  
Reviewed by:....AC, LK  
Approved by:.....LK  
Date:.....3/15

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Business Analyst, Enrollment Services  
**DIVISION:** Academic Affairs  
**REPORTS TO:** Director, Enrollment Services  
**GRADE:** 10  
**SUPERVISES:** Student staff as needed

**BASIC FUNCTION:**

Responsible for assisting the Director of Enrollment Services in operational and financial matters pertaining to the administration of the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Coordinate financial matters pertaining to the administration of the department of Enrollment Services with other appropriate University departments. Assist the Director of Enrollment Services in the development and management of the Enrollment Services budget, and in office procurement and office management, including the preparation and oversight of all requisitions.

Assist in the development and analysis of all financial status reports for the office. Research and compile information and make recommendations required for use in impact statements and analyses, presentations, meetings and decision-making. Prepare and report project budgets, business plans and cash flow analysis using computer-based financial models. Forecast long-term trends and update projections after consultation with the Director of Enrollment Services.

Assist in the preparation of annual budgetary requirements for Enrollment Services budget. Provide bi-weekly briefings of accounting and financial status to the Director of Enrollment Services. Draft complex budget documents for the Director. Research and reconcile budget and accounting records of all subaccounts for institutional state and federal funds to insure proper utilization of allocated budget funds.

Reconcile with the University Controller's Office all student transactions including revenue, cash, etc. on a monthly and year-end basis.

Prepare Power Point presentations and other reports using spreadsheet software, particularly Excel (V/H lookups, Pivot tables, and Macro's). Assist with compiling data for these and other presentations. Draft correspondence for the Director of Enrollment Services.

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Work on specific projects, troubleshoot departmental issues and assist in the development of policies and procedures as delegated by the Director of Enrollment Services for his/her use and consideration, as well as those of the senior associate directors.

Handle information of a sensitive and confidential nature, and serve as liaison to Enrollment Services customers, both internal and outside the University.

**OTHER DUTIES AND RESPONSIBILITIES:**

Assist with Web-based development, maintenance and training for the staff in Enrollment Services.

Perform additional related duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database and spreadsheet software; Microsoft Office.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of three years' experience in a complex administrative support position; Demonstrated experience preparing and implementing budgets; Demonstrated experience preparing and analyzing reports; Demonstrated experience with business enterprise systems (e.g., PeopleSoft, Oracle or Banner); Demonstrated computer skills (i.e., Excel, PowerPoint, Word); Demonstrated mathematical, reconciliation and analytical skills; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communication skills; Demonstrated multi-tasking and organizational skills; Demonstrated ability to work both independently and as part of a team; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience in higher education.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**