

# COLLEGE UNBOUND

**Title:** Data and Reporting Specialist, Registrar's Office  
**Location:** Providence, RI  
**Status:** Part-time  
**Rate:** \$35.00 per hour  
**Schedule:** Hybrid, 15 hours a week

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**Organizational Overview:** College Unbound (CU) is an accredited and state-approved college whose mission is to reinvent the higher education experience for underrepresented returning adult learners. Through rigorous and engaged scholarship, College Unbound integrates students' own purposes for learning with the needs of their workplaces and communities, improving the lives of the students and the lives of those they touch. Started in RI, College Unbound now supports students across multiple states and looks to continue to develop an infrastructure to support this developing model.

**Position Summary:** Reporting to the Registrar, the Data and Reporting Specialist supports the Registrar's office transactions and ensures data integrity. The Data and Reporting specialist will provide high-quality responsive service to our students, alumni, and colleagues while maintaining the integrity of the academic record.

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## **Primary Duties and Responsibilities:**

- Post credits awarded for Big 10 and LIP Portfolios.
- Submit required student data reports to the National Clearinghouse.
- Develop queries and run reports on grades, registration, and degree audits for the Registrar and Provost's Office.
- Assist with scheduling by adding courses to Campus Cafe each semester for course registration.
- Data entry and clean up for student coding, information updates, and expected graduation dates.
- Support the Registrar with graduation data processes, such as updating academic records and diploma distribution.
- Performs other duties as needed or assigned.

## **Required Qualifications:**

- Bachelor's Degree
- Demonstrated ability to work with data systems and spreadsheets
- Meticulous attention to details regarding academic records and reporting
- Experience in ensuring fidelity to organizational policies
- Proficient knowledge of student information systems (Campus Cafe, Canva, Salesforce, etc), databases, Excel, an ability to learn new systems quickly, comfort with Google Suite, and a

willingness to use technology and learn new systems.

- Ability to work effectively within a diverse community of adult learners.
- Ability to maintain confidentiality.
- Strong commitment to principles of lifelong learning.

Preferred Qualifications:

- Previous experience doing data reporting in a college or university registrar's office
- Understanding of degree requirements and academic policies

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**Application Instructions:**

Qualified candidates should apply and submit their cover letter and resume to [jobapplications@collegeunbound.edu](mailto:jobapplications@collegeunbound.edu) with “**Data and Reporting**” in the subject line. Review of applications will begin immediately and will continue until the position is filled.