UNIVERSITY OF WISCONSIN – SUPERIOR  
POSITION DESCRIPTION  
Records Information System Manager  
Office of the Registrar  

Working Title: Records Information Systems Manager  
Hayes Hill Title/Level: Associate/No Prefix/Senior – Information Manager  
Position Reports to: Registrar  

Position Summary:  
The Records Information Systems Manager is responsible for the overall development, implementation, testing, maintenance, and documentation of Oracles PeopleSoft Student Information System (SIS) – (EHive) Student Records (SR) applications and system security/access requirements for the Registrar’s Office. The individual will function with little or no supervision and is an expert and campus-wide resource responsible and accountable for SR data integrity and validation, set up tables, system access and security, and database reporting and queries. The position serves as a primary liaison with PeopleSoft and Technology Services to troubleshoot and resolve campus software and system problems. This individual provides leadership, direction, consultation, and training to staff to define and implement applications to support office and university business processes and provides recommendations to the Registrar’s office about improved business practices.

Technical/Functional Lead Student Record Modules:  
- Manage Beginning of Term Processing; waitlist on/off/purge, discontinue, term activation, advising holds, enrollment appointments and registration communication generation  
- Manage End of Term Processing; final exam schedule, grades, academic standing, Dean’s list, lapse incomplete/in-progress grades; undergraduate and graduate, manage repeat course checking and coding at enrollment and after grades post and post enrollment requisite checking (PERC)  
- Analyze and develop solutions for existing academic record deficiencies  
- PeopleSoft testing; SIS, new upgrades and patches, approve movement to production  
- Coordinate testing after PUM, as well as student and faculty self-serve web screens  
- Maintain SACR Foundation tables (Career, Program, Plan, load level rules)  
- Manage miscellaneous SIS/EHive tables (setup/maintain)  
- Update and build new Advising Reports to reflect new catalog year or approved curriculum changes  
- Oversee; milestones, pre-requisites, student groups, service indicators  
- Process Post Enrollment Requisite Checking (PERC) for undergraduate students  
- Manage historic student records and transfer to electronic format  
- Develop and deliver training and workshops for Registrar’s Office and UW Staff when new functionalities are delivered  
- 25-Live administrator (room reservation software) for Registrar’s Office  
- Mid-term grade process and communication  

Data Requests, Reporting, and Documentation:  
- Manage NSC and CDR report submissions, reconcile inaccuracies  
- Create queries, audits, and reports to assist the business process in the Registrar Office  
- Update Major Mania databases as needed  
- Coordinate queries using Campus Solutions Query  
- Keep current procedure documentation for Student Records / Academic Advisement modules  

Outreach, Communication and Committee Activities:  
- Serve as liaison between Records Office and Technology Services
- Manage Records Communications Generations (COMGEN) process
- Provide campus wide training for upgrades, software and software conversion, advising reports, and other related Campus Solutions and Perceptive Content functions

**Additional Duties and Responsibilities**
- Complete mandatory trainings and professional development as assigned
- Participate in work teams to provide learning and information technology customer support for both on and off campus stakeholders
- Training opportunities for students, staff and faculty; PeopleSoft/Campus Solutions and Perceptive Content/Image Now
- Additional duties as assigned

**Knowledge, Skills and Abilities**
- Considerable knowledge and understanding of a University’s academic calendar throughout the year
- Working knowledge of system testing and quality assurance techniques and standards
- Comprehensive knowledge of the implementation, administration, maintenance and customization of PeopleSoft Campus Solutions software
- Knowledge of FERPA regulations as related to student records
- Ability to query data and write reports using query tools such as PeopleSoft Campus Solutions Query and Microsoft SQL Server Management Studio
- Excellent analytical and problem solving skills
- Skill in operation of MS Office, PeopleSoft, imaging software and the ability to create queries
- Ability to evaluate and integrate new technology into current student services processes and ability to install, configure, troubleshoot, maintain and test new software as needed
- Ability to commit to the highest ethical standards
- Ability to work well with diverse people and groups with different levels of technical ability
- Ability to work with confidential and sensitive information and records
- Ability to maintain accuracy and detail amidst interruptions and under pressure
- Ability to work a team setting and maintain productive working relationships with colleagues

**Minimum Qualifications**
- Bachelor degree from a regionally accredited institution
- Minimum two years of experience with relational database management systems; PeopleSoft, Banner, Jenzaber, etc.

**Preferred Qualifications**
- Master’s degree from an accredited institution
- Experience using PeopleSoft Campus Solutions software, specifically as it relates to student information systems at a power user level
- Experience using imaging software at a power user level
- Experience with web based technology, such as a content management system and curriculum and catalog software
- Experience in project and change management