

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	MIS Administrator
------------------	--------------------------

Post Holder	
--------------------	--

Accountable To	MIS Supervisor
-----------------------	-----------------------

Responsible For	Providing a comprehensive data/register management function in relation to student activity. Including maintaining the MIS system to ensure credit funding claims, admissions, enrolment and awarding body entry management, exam management and reporting processes are undertaken.
------------------------	---

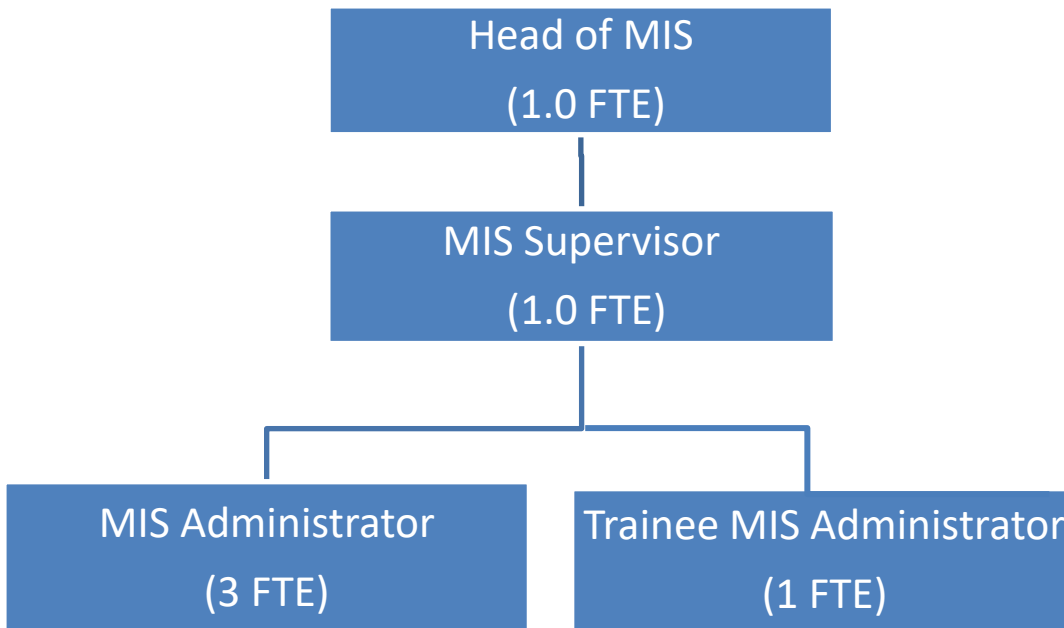
Department	Management Information System
-------------------	--------------------------------------

Overall Purpose of Job
To enter and maintain student data using the appropriate MIS systems, and provide information to, and liaise with internal and external stakeholders in accordance with college procedures and legislation.

Main Duties and Responsibilities
<ol style="list-style-type: none">1. Administer an efficient recruitment and admission service for the College2. Carry out regular data quality checks in line with compliance requirements3. Provide ongoing support to Curriculum and Learning Managers with related MIS processes, including Course Structures and Timetabling.4. Provide support to all MIS users in relation to the accurate recording of student activity data.5. Process MIS data change requests6. Supply Reports to Internal/External bodies7. Deal with Registrations, Entries and Results for all Certification to Awarding bodies including exams8. Deal with student, lecturer and external enquiries

9. **Maintain existing procedures, and when necessary write new procedures**
10. **Support the work of the College in terms of recruitment, marketing and resourcing as required.**
11. **Undertake any other duties appropriate for the efficient and effective management of the College as directed by the Head of MIS, and in line with current role.**

Organisational Structure:



The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
 (Staff Member)

Signed Date
 (Line Manager)

BORDERS COLLEGE

JOB DESCRIPTION

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
HNC or equivalent qualification in appropriate discipline	Essential
ECDL/Advanced ECDL, Microsoft Office Specialist (MOS)	Desirable

KNOWLEDGE	Essential or Desirable
Knowledge and understanding of legislation relative to the role i.e. GDPR, IOSH, Health and Safety, COSHH etc.	Desirable
Advanced working knowledge of Microsoft Office applications	Essential
Advanced working knowledge of Excel, databases and bespoke software	Desirable

EXPERIENCE	Essential or Desirable
Experience of working in a customer facing role	Essential
Experience of working in MIS	Desirable
Evidence of delivery of high quality, customer-focussed services	Desirable
Able to work in an environment where change is a constant feature	Essential

INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Communication skills – both individual and group at all levels	Essential
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College	Essential
Team-working skills, contributing to team objectives	Essential
Ability to understand and translate procedural/regulatory documents and translate/embed into day to day working	Essential
Ability to understand the views of others and translate into development areas as required	Desirable
Commitment to high quality customer service	Essential

OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential
Able to plan ahead and anticipate support needs	Essential
Capacity to work under pressure to strict deadlines	Essential
Ability to work effectively within a team or independently	Essential
E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information	Essential
Have a strong sense of purpose and the drive to achieve agreed goals	Essential
Ability to maintain a tidy and organised workspace	Essential
Understand the need for confidentiality	Essential
Ability to work with speed and accuracy	Essential
Open-minded and adaptable	Essential

BORDERS COLLEGE

JOB DESCRIPTION

ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	Essential

WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members and other staff throughout organisation	Essential
Be able to travel between multiple College sites and outreach centres	Desirable
Flexibility to adapt working hours to meet the demands of the department	Desirable