Nipissing University
POSITION DESCRIPTION

POSITION TITLE: Transfer Student Systems & Data Development Coordinator

DEPARTMENT: Student Learning and Transitions

WAGE GRADE: WG 60

EMPLOYMENT DEFINITION: Full-Time Support Staff (Contract)

SUPERVISOR: Manager, Student Learning and Transitions

DATE POSITION CREATED: March 2026

SUMMARY OF FUNCTIONS:

Reporting to the Manager, Student Learning and Transitions, the Transfer Student Systems & Data Development Coordinator will support the design, development, testing, deployment, and refinement of low-code/no-code digital tools and processes to centralize and manage transfer student data for Student Learning and Transitions. Through the development of low-code/no-code digital tools, this role will support decision-making to enhance service delivery and build sustainable documentation and workflow processes for transfer student supports within Student Learning and Transitions.

Using Microsoft 365 tools, the Coordinator will assist in building sustainable systems, documentation, and reporting frameworks to strengthen service coordination, advising practices, and programming for transfer students. The role will contribute to the development of solutions that may be adapted for broader use within Student Development and Services (SDS) division and the University, and where appropriate, support knowledge sharing related to transfer student systems and processes with other post-secondary institutions across the Province.

DUTIES AND RESPONSIBILITIES:

Systems Design, Strategy, Development, and Optimization **(30%)**

- Build low-code/no-code applications to capture transfer student information and progress
- Create automated workflows to route data within, and between, departments and teams (e.g., Registrar, Admissions, Advising, Student Learning and Transitions, and others)
- Develop and maintain SharePoint Lists, Dataverse tables, or other tools for structured data storage
- Ensure systems are user-friendly for staff and student-facing, with appropriate permissions, version control, and access governance
- Design solutions with scalability and reuse in mind, including configuration standards and implementation approaches that support adoption across SDS and the broader University

Procedures & Documentation **(30%)**

- Create standard operating procedures (SOP's)
- Thoroughly document all activities
- Document a thorough and complete data dictionary as relevant to transfer student data
- Develop training materials (user manuals, quick reference guides) for staff who will use the new systems
- Develop FAQs for users
- Maintain a centralized documentation repository (e.g., SharePoint or other) for workflows, policies, guidelines, and best practices
- Package documentation, training, and governance (roles, permissions, support model) so tools can be scaled and handed off for broader adoption across SDS and the University

Data Management & Reporting   **(20%)**

- Audit existing data sources related to transfer student services to identify gaps, redundancies, and opportunities
- Design standardized data collection templates and processes to ensure consistent and accurate data capture
- Build interactive dashboards and reports for tracking key metrics (e.g., number of transfer students, demographic data, credit conversion, retention, support usage, and others)
- Monitor data quality, perform regular validations, and coordinate with collaborators to reconcile inconsistencies

External and Cross-Institutional Relations   **(10%)**

- Conduct a thorough needs assessment for users and departments to determine system requirements.
- Liaise with internal partners (Registrar, Admissions, Academic Advising, Institutional Research) to understand workflows, reporting needs, and pain points
- Organize and facilitate working groups or consultation sessions to collect feedback, prioritize needs, and co-design tools
- Assist in aligning systems with institutional policies, especially around transfer credit, data privacy, and student supports
- Work collaboratively as a member of the Student Learning and Transitions team, within Student Development and Services, and the University as a whole to support priorities and projects as required
- Support the sharing and adaptation of tools, templates, and practices to enable transferability and adoption by other post-secondary institutions across the Province, when appropriate

Project Coordination & Reporting   **(10%)**

- Develop and coordinate a detailed project plan, with milestones, deliverables, and risk mitigation strategies
- Track progress, maintain a project dashboard, and bring forward issues or adjustments as needed.
- Prepare progress reports for the grant funder and senior leadership, including a final summary report at project close
- Propose metrics and evaluation tools to assess the effectiveness of the systems (e.g., usage rates, data accuracy, staff satisfaction)
- Recommend strategies for maintenance, scaling, or handover beyond the one-year contract
- Support institutionalization of systems into regular operations once grant funding ends

Other duties as assigned by supervisor.

QUALIFICATIONS:

Education: Bachelor's degree in Computer Science, Information Systems, Data Analytics or related discipline

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Minimum 2–3 years in systems development, data analysis, or student services in a post-secondary environment
- Demonstrated experience working with Microsoft 365 low-code/no-code tools (e.g. Power Apps, Power Automate, Power BI, Lists, SharePoint, and others)
- Experience with project management and collaborator engagement
- Strong analytical and problem-solving skills
- Highly organized, with excellent attention to detail
- Excellent communication and interpersonal abilities; able to build effective relationships with diverse partners
- Ability to translate technical requirements into user-friendly terms
- High degree of initiative, judgment, and accountability

- Understanding of data privacy principles within post-secondary education contexts
- Demonstrated ability to analyze complex systems and translate business needs into technical solutions
- Commitment to equity, accessibility, and continuous improvement

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Student Learning and Transitions

Internal Contacts: Students, staff, faculty

External Contacts:

- Ontario Council on Articulation and Transfer (ONCAT)

MATERIALS UTILIZED:

- Computer
- Institutional software suites
- Student Information Systems
- General office equipment

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- High levels of visual and mental concentration
- Pleasant working environment

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I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

_____
Employee Name (please print)

_____   _____
Employee Signature   Date

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Approvals

_____   _____
Supervisor   Date

_____   _____
Human Resources   Date