

Slate Strategist

Summary: Reporting directly to the Vice President for Strategy and Planning, the Slate Strategist is responsible for overseeing the use of Slate across both Enrollment and Advancement divisions. The Strategist serves as a key leader in developing the university's comprehensive approach to fully leveraging the capabilities of Slate in undergraduate and graduate admissions, and advancement. This includes assessing the university's current implementations and processes, implementing the most current and modern features of the platform, and developing and presenting trainings. This role works closely with Slate administrators in both Admissions and Advancement as well as with partners in Information Technology and Institutional Research. Serving as a captain in Slate, the Strategist partners with leaders in Enrollment and Advancement to build and enhance data-informed admissions and advancement decisions and CRM processes. The Strategist ensures that Slate is utilized efficiently and effectively to support the University in meeting its ambitious goals. *This full-time, benefits-eligible position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay for hours worked above 40 in a single work week.*

Essential Duties and Responsibilities

- Develop and lead a comprehensive strategy that enables the university to maximize the impact of Slate in both Admissions and Advancement.
- Lead strategic efforts in developing and maintaining Slate Admissions and Advancement CRMs. This includes supporting operations leaders in oversight of data integrity in each system, implementation of recently released and forthcoming features, creating and transforming workflows and processes to increase effectiveness in each division, and collaborating with colleagues in Institutional Research and Information Technology.
- Create, edit, and maintain analyses and dashboards that support and guide data-informed decision making.
- Analyze data for University leadership on strategic initiatives in both Enrollment and Advancement.
- Partner with Athletics, Student Financial Services and ITS to ensure data feeds (from ARMS, PowerFaid and Jenzabar, respectively) to Slate are updated and running effectively between systems.
- Collaborate with Institutional Research and IT to ensure and maintain data integrity between department systems.
- Develop and implement data retention policies and practices.
- Evaluate use of Slate features and updates throughout the year.
- Develop and lead Slate training across campus offices.

Non-Essential Duties:

- Other duties and special projects may be assigned to meet department and University needs.

Experience, Knowledge and Skills Required

- A commitment to equity and passion for supporting increasingly diverse populations.

- Five (5) years of successful experience working with CRMs. Higher education experience in enrollment and/or advancement and experience directly with Slate is preferred.
- Fluency in SQL. Familiarity with additional programming languages (e.g., R, Python) and/or data visualization platforms (e.g., Tableau) preferred.
- A desire to grapple with complex systems and to simplify intricate processes.
- Applied data analysis and research skills.
- Proven ability to collaborate with a wide array of stakeholders and to bring people together.
- A yearning to move beyond the status quo.
- Excellent interpersonal skills and the ability to quickly establish rapport; strong oral, written, and presentation skills.
- Proven ability to interact effectively with key stakeholders and to work well individually and in team settings.
- Computer proficiency, particularly in MS Office suite; ability to quickly learn and assimilate new systems and information.
- Excellent organization and follow-up / follow-through skills to ensure completion of responsibilities within established timeframes.
- Excellent attention to detail and accuracy.
- Familiarity with ARMS, PowerFacts and/or Jenzabar a plus.
- Bachelor's degree or equivalent combination of education and experience.

Application Process

Qualified candidates should submit the documents listed below via email to **hr@queens.edu** in (.doc) or (.pdf) format. Incomplete applications will not be considered.

- A cover letter addressing the position qualifications and experience
- Current CV or résumé
- Salary requirements
- Contact information for three professional references.

Be sure to include "**SLATE**" and **YOUR NAME** in your email Subject Line.

(**Example:** SLATE Shawn Mullin)

Submissions received by November 12, 2021 will receive first consideration. Queens will continue to accept applications until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and



teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222. Queens is an equal opportunity employer and diverse candidates are encouraged to apply.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Physical Requirements (with or without reasonable accommodation)

- Visual Abilities: Read reports, create presentations, and use a computer system.
- Hearing: Hear well enough to communicate with co-workers, vendors, and students.
- Dexterity, Grasping, Feeling: Write, type, and use the telephone, copier, and computer systems.
- Mobility: Open files and operate office machines; move between departments and attend meetings across campus.
- Talking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.



- Lifting, Pulling, Pushing: Exert up to 25 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions.

Work Conditions

- Work in office and conference environments, involving contact with staff, administrators, faculty, service providers, and vendors.
- Work has deadlines, interruptions, high volume and may be stressful at times.