

## Student Information System (SIS) Program Manager Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=262960>

Downloaded On: Sep. 26, 2025 9:53am

Posted Sep. 25, 2025, set to expire Jan. 24, 2026

<b>Job Title</b>	Student Information System (SIS) Program Manager
<b>Department</b>	REGISTRAR'S OFFICE
<b>Institution</b>	Old Dominion University Norfolk, Virginia

<b>Date Posted</b>	Sep. 25, 2025
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<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately

<b>Job Categories</b>	Director/Manager
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<b>Academic Field(s)</b>	Computing/Informational Services
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<b>Job Website</b>	<a href="https://jobs.odu.edu/postings/24225">https://jobs.odu.edu/postings/24225</a>
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**Apply By Email**

**Job Description**

### Job Summary

The Student Information Systems (SIS) Manager is responsible for the oversight, administration, and strategic development of the institution's student information systems. This role ensures the integrity, accuracy, and accessibility of student data while supporting academic operations, security access, compliance reporting, and user training across departments. The SIS Manager collaborates with Information Technology Services, academic leaders, registrar leaders, and administrative staff to ensure that systems meet the evolving needs of the institution.

o ***Earned master's degree from an accredited university in a related field of study. Or a bachelor's degree from an accredited university in a related field of study with equivalent related work experience to a master's degree.***

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- Knowledge of the operational and functional aspects of student systems and classroom scheduling software
- Understanding of business processes, automation capabilities, and opportunities for continuous improvement
- Understanding of operations of the Registrar's office and other offices throughout the institution
- Understanding of the integration with other areas and systems
- Ability to communicate operations and functionality to users
- Critical thinking and ability to analyze
- Excellent customer service skills
- Understanding of appropriate use of systems for business needs
- Prior basic working experience in the maintenance, administration, and/or development of student information systems
- Some experience working with EMS or related space scheduling software.

### **Preferred Qualifications**

Banner Student Information System and Course and Room Scheduling Software Experience

### **Conditions of Employment**

***The finalist candidate will be required to undergo a fingerprint-based criminal history check.***

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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