

8.D.2

Personnel are employed to maintain student and financial records; to assist in producing instructional materials; and to prepare correspondence, reports, and other documents as needed.

Exhibit 8.D.2.1 — Data Reporting and Quality Assurance Specialist on Website

Source: <https://stech.edu/about/faculty-and-staff/>

Exhibit 8.D.2.2 — Appointed Records Officer (Data Reporting & Quality Assurance Specialist)

Utah Records Officer Search

- "Records officer" means the individual appointed by the chief administrative officer of each governmental entity, or the political subdivision to work with state archives in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records (see [Utah Code 63-2-103\(24\)](#)).
- Most appointed records officers (AROs) are responsible for records management and providing access to records; however, a records officer may only have one or the other responsibility. The responsibilities are designated in this list using the following acronyms:
 - ARO-GRA = Appointed records officer - GRAMA: Records officer responsible for providing access to records
 - ARO-RIM = Appointed records officer - records management: Records officer responsible for managing records

Search: Southwest Technical College

Search: Search by record officer's name

Search Entities Clear Search Record Officers Clear

Search: Filter by record officer's name

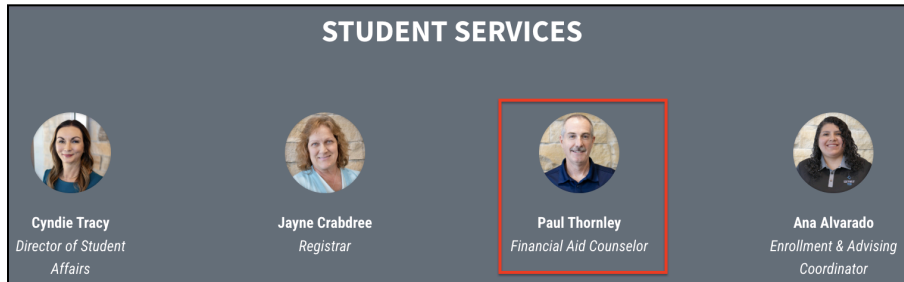
Officer Name	Officer Email	Entities
VaLyn Sherratt ✓ Certified: 2024-11-15 ⌚ Expires: 2025-11-15	✉ vsherratt@stech.edu ☎ --	🏢 Utah College of Applied Technology - Southwest Technical College ➔ 🧑 ARO-RIM, ARO-GRA

Source: <https://recordsofficers.archives.utah.gov/s/>

Exhibit 8.D.2.3 — Data Reporting and Quality Assurance Specialist Job Description

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Data Reporting and Quality Assurance Specialist
Last Revised:	01/05/2024
Reports To:	Director of Data & Program Services
Job Summary: Serves as the central point of contact for institutional data and reporting for the College. Responsible for the integrity and time submission of data reported to external agencies and internal departments. Serves on the UTech Data Committee and ensures compliance with system policy and Data Dictionary. Works collaboratively with the Director of Instructional System Design Communicates data, visually and verbally, to non-technical professionals.	
Essential Functions:	
1.	Acts as the central point of contact for data quality assurance and institutional data reporting.
2.	Serves as the Records Officer for the College.
3.	Maintains knowledge of reporting requirements, data elements, and definitions from external agencies.
4.	Coordinates the development of ad-hoc reports and analytic solutions, including programmatic performance and management reports, dashboards, scorecards, and opportunities to drive continuous process improvement.
5.	Develops processes and documents the collection, reporting, and auditing of institutional and programmatic data to ensure consistent, accurate, timely submission of reports.
6.	Assists in defining and developing metrics for administrative purposes.
7.	Prepares and submits accurate and verifiable institutional data to external regulatory agencies in accordance with their defined policies, procedures, and timelines.
8.	Coordinates the efforts of the Data Consistency Committee and oversees development of an annual plan to set data related goals, define roles and responsibilities related to those goals, and outline achievement of goals.
9.	Coordinates efforts related to program outcomes and student follow-up activities, surveys, and reporting.
10.	Participates in professional development opportunities including training in distance education, if applicable.
11.	Assures effective two-way communication at all levels of responsibility.

Source: [Data Reporting and Quality Assurance Job Description](#)

Exhibit 8.D.2.4— Financial Aid Counselor on Website

Source: <https://stech.edu/about/faculty-and-staff/>

Exhibit 8.D.2.5 — Job Description Financial Aid Counselor


SOUTHWEST TECH
SOUTHWEST TECHNICAL COLLEGE

JOB DESCRIPTION

Institution:	Southwest Technical College
Position:	Financial Aid Counselor
Last Revised:	12/30/2023
Reports To:	Director of Student Affairs

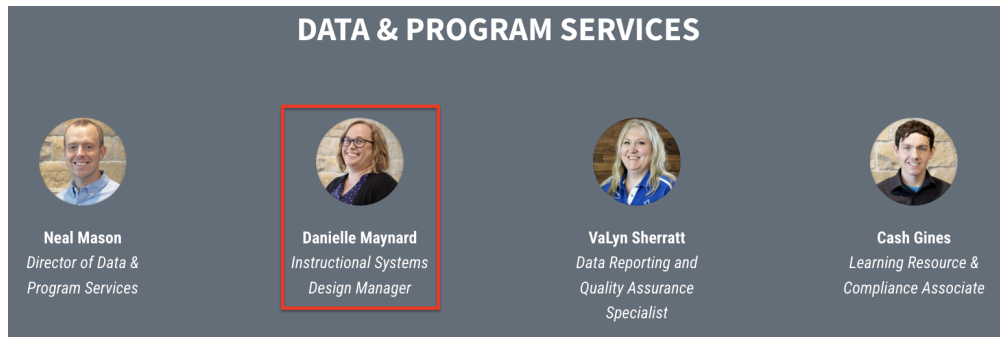
Job Summary:

Performs frontline student services functions including but not limited to financial aid, recruitment, pre-enrollment, application, and support services, along with the data entry/maintenance and paperwork associated with these student services functions to assist all students at Southwest Technical College (Southwest Tech or the College) and in compliance with accreditation standards and federal regulations such as Title IV, ADA, and FERPA. This person follows the policies and procedures that apply to Southwest Tech and, at assigned times, serves as receptionist and telephone attendant for the front office representing Southwest Tech. Performs other office tasks as assigned.

Essential Functions:

1.	Cheerfully welcomes and attends to all visitors, students, and faculty, determines their needs, and directs them to the proper person and/or office.
2.	Coordinates all financial aid efforts under the direction of the Vice President of Student Services/Financial Aid Administrator; includes required documentation, award and return calculations, reporting, communication with third-party processor, student file preparation/submission, annual budget preparation assistance, student disbursements, student counseling, and other financial aid required items.
3.	Keeps up to date with changes in private, state, and federal financial aid programs.

Source: [Job Description Financial Aid Counselor](#)

Exhibit 8.D.2.6 — Instructional Systems Design Manager on Website

Source: <https://stech.edu/about/faculty-and-staff/>

Exhibit 8.D.2.7 — Job Description Instructional Systems Design Manager

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Instructional Systems Design Manager
Last Revised:	01/05/2024
Reports To:	Director of Data & Program Services
Job Summary:	
Provides management, oversight and development of curriculum delivered in both traditional and distance formats including Hybrid and Online Learning. Ensures that curriculum development and implementation complies with all relevant regulations and accreditation requirements. Create, promote and implement opportunities for distance education offerings for college service areas. Coordinates with administrators, faculty and staff in the development and review of curriculum and learning resources. Provides support to end-users of technology-based instruction.	
Essential Functions:	
1.	Develops and supports the development and deployment of courses delivered in traditional, hybrid and distance education formats.
2.	Plans, creates, coordinates, implements, and monitors syllabi, curriculum, media resources, other materials and equipment, learning activities, schemes of work and program revisions needed to deliver a quality technical education program.
3.	Encourages and uses varied methods of teaching and learning, appropriate to the abilities and aspirations of the students and which enable them to take maximum responsibility for their own learning.

Source: [Job Description Instructional Systems Design Manager](#)