

JOB TITLE Business Applications Analyst
JOB CODE **BAA0418**
REPORTS TO: Vice President, Information Technology/CIO
CLASSIFICATION: Full-time, 12-months, Benefits Eligible
POSTED: 04/10/18
AVAILABLE: Open until filled

To apply for this position send resume and cover letter to jobs@loc.edu and place the job code **BAA0418** in the subject line of the email.

POSITION SUMMARY:

Reporting to the Vice President for Information Technology, the Business Applications Analyst (BAA) serves as a technical design and implementation leader for one or more of the College's administrative information system (currently Ellucian PowerCAMPUS, PowerFAIDS, and Microsoft Great Plains) platform modules and other related technologies that integrate with the administrative information systems. The BAA works with product owners and service providers, departmental functional staff, administration, and other IT staff to ensure the ERP and associated technology solutions support LeMoyne-Owen College's student business needs from recruitment through graduation. The BAA will work closely with the Enterprise Technology Advisory Committee and other institutional governance organizations to further the functionality, utilization, and reporting capabilities of the administrative information systems and related technologies. This will include researching, testing, and implementing new technologies that address LeMoyne-Owen College priorities.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):

Using ITIL best practices and methodologies, provide leadership and support for the College's administrative information systems (currently Ellucian PowerCAMPUS, PowerFAIDS, and Microsoft Great Plains);
Update, test, and maintain administrative software including training of departmental personnel, scheduling product support consulting services, and delivery of vendor technical support services as necessary;
Assist departments with data improvement and reporting priorities in a timely manner;
Assist with development and implementation of policies, procedures, and standards of effective delivery of administrative information systems well as student and faculty technology support services.
Conduct interviews and facilitate focus groups and business design meeting with end-users and key stakeholders including documenting and communicating decisions;
Coordinate physical resources including assigning and supervising staff, consultant, and contractor support resources as assigned;
Coordinate the delivery of training in the use of a variety of technologies;
Maintain deep knowledge of multiple modules of the College's administrative information system;
Develop relationships with colleagues from other academic institutions that utilize similar technologies used by LeMoyne-Owen College;
Remain current with regional and national developments in administrative information systems and technology integration that continuously improves operational efficiencies and costs;
Ensure compliance with college, state, and federal codes, guidelines, policies and procedures;
Assist with identifying and writing grant proposals consistent with College's strategic plans and priorities;
Collaborate and actively participate with appropriate College governance organizations as appropriate;
Attend meetings as necessary and serve on assigned committees and task forces;
Assist with strategic and tactical planning;
Embrace a vision and coordinate details of implementation;
Operate a computer and various software programs;
Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of LeMoyne-Owen College students, faculty, staff and community.
Perform other related duties as assigned.

REQUIRED KNOWLEDGE/ABILITY:

Higher education processes, governance structure and services;
Current issues, trends, and best practices in college administrative technologies, processes and related services;
Administrative information systems software such as *PowerCAMPUS, BANNER, Colleague, PeopleSoft, CampusNEXUS, Workday, Great Plains* or *Jenzabar*;
Business process mapping and improvement practices and methodologies;
Demonstrated mastery of the software development lifecycle is a must with proficiency documenting business requirements and business processes using industry standard methodologies;
Solid understanding and use of software such as Microsoft Word, Excel, PowerPoint, Outlook, & Access;
Excellent interpersonal, oral and written communication skills including tact, patience, and diplomacy;
Review and analyze data for accuracy and completeness and make timely recommendations;
Meet agreed upon schedules and timelines;
Establish and maintain positive and effective working relationships;
Routinely track and report work requests and repair tickets;
Multi-task and work independently with limited direction;
Organize relatively complex projects or activities that are interdepartmental in scope;
Embrace a vision and assist with coordinating details of implementation;
Operate a computer and various software programs; and
Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of LeMoyné-Owen College students, faculty, staff and community.

EDUCATION AND EXPERIENCE:

Bachelor degree from an accredited college or university in Information Systems, Business, AND
Five years working with higher education administrative departments supporting administrative information systems software and related technologies.

DESIRABLE QUALIFICATIONS:

Master degree;
Business Analyst, Project Management, or MS Sharepoint Certification;
Experience working with administrative departments supporting technology;
Experience with project planning software (i.e. MS Project);

WORKING CONDITIONS/PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, use hands to handle or feel; and talk or hear. The employee frequently is required to walk. The employee is frequently required to stand; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/move up to 10 pounds. Specific vision abilities required by this job include close vision.