



DATE ISSUED: 08/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Senior Business Systems Analyst - IRI

JOB SUMMARY

The Senior Business Systems Analyst works closely with academic and business departments to understand business requirements and recommend processes to facilitate the implementation of those requirements within the Institutional Research & Improvement. Responsibilities include, business system process evaluations to properly align and incorporate appropriate technology to support accurate and efficient reporting; analyze higher education trends and challenges in student information reporting to recommend; manage and test suitable solutions to those reporting challenges; performs high level technical work in the development and production of statistical and analytical reports that support decision making functions and planning. The Position requires advanced skills with SAS and database analytics to facilitate federal and state reporting from the university's student system and audit data for accuracy and validity. In addition, participates in and supervises systems projects by providing functional business knowledge and defining requirements, investigating technology solutions, and leading and participating in implementations. This position is responsible for independently performing responsible and confidential duties and performing non-standardized tasks requiring the employee to formulate production methods, schedules, and priorities. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice Provost, Institutional Research and Improvement

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Works with academic and business departments to understand business requirements and to facilitate the implementation of those requirements.

- Evaluate and enhance business system processes to support and manage accurate and efficient reporting.
- Develops syntax and scripts to provide advanced data analysis and reporting capabilities.
- Solves problems and enables opportunities for the introduction of appropriate technology.
- Develops and produces statistical and analytical reports in a variety of programming and software formats.
- Analyzes and prepares complex reports using data from various sources including Oracle, state and federal web sites.
- Oversees collection, or collects, compiles, analyzes and interprets data for presentation to varying audiences.
- Solves problems using programming expertise to facilitate data management.
- Defines how to use existing ERP applications and other systems to improve business processes and requirements.
- Provides advanced assistance for educational research, trend analysis, student enrollment analysis, retention analysis, and ad hoc requests.
- Maintains archival data resources essential for retention, graduation, and trend analysis.
- Verifies accuracy and internal consistency of reports including required state and federal reports.
- Completes surveys and reports related to admission, SACS accreditation and discipline-specific accreditation, and grant proposals.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree or higher required. Master's Degree preferred. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis. Degree in Computer Science, Mathematics, Business or Social Sciences preferred, with course work in quantitative research and analysis.

EXPERIENCE

Five years of related job experience with student information systems in higher education. Experience with advanced reporting methods using tools such as SAS, PL/SQL and Toad preferred. Experience in relational databases, web development, implementing and maintaining complex workflow, and supervisory experience preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Advanced skills in SAS or SPSS, SQL, database design and query, Excel.
- Advanced experience in use of Student Information Systems.
- Advanced experience preferred in VBA, Access, InDesign, web design.
- Knowledge of data warehousing concepts.
- Knowledge of institutional research and current issues/trends in higher education.
- Skill in research methodology and design, statistics, and mathematics.
- Strong reasoning and analytical skills.
- Ability to interface multiple data platforms and integrate into a single output.
- Ability to design and program applications and ad hoc reports to support academic services.
- Ability to train personnel in the use of advanced software packages and procedures.
- Ability to create automated systems for maintaining integrity of data.
- Ability to program efficiently in a diversity of software packages and mainframe applications.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and maintain effective working relationships with administration, faculty, and staff.
- Ability to collect and compile information independently and respond to immediate complex requests.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

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WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.