



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 08/11
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Senior Business Systems Analyst

JOB SUMMARY

Provides information support, technical training, data analysis, and reporting for the Registrar and enrollment Services offices across campus. In addition, responsibilities include problem and issue resolution for a variety of systems including Datatel, DARS, G-Media, NCAA eligibility, and electronic student transcripts and class rosters. The Senior Business Systems Analyst is responsible for providing data and reports for users in Enrollment Services, Student Life and Academic Services, across the university. In addition, the Senior Business Systems Analyst participates in systems projects by providing functional business knowledge and defining requirements, investigating technology solutions, and leading and participating in implementations. Work is performed under supervision of the Registrar 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: Registrar

Supervises: Sr. Registration Services Analyst

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

- Provides leadership in the support of existing university registrar and enrollment services operations.
- Solves problems and enables opportunities for the introduction of appropriate technology.
- Leads analysis of business processes and requirements. Conduct in-depth analysis on how best to improve business processes.
- Defines how to use existing ERP applications and other systems to fulfill those requirements. Leads and participates in implementations of new systems.

- Identifies reporting and data solutions; work with stakeholders to deliver training and solutions. Analyzes and prepares complex reports using data from various sources such as Oracle. Provides system and information support for the Student Records and Office of the University Registrar.
- Works regularly with the Information Support team on planning, implementing and testing of all systems related to the operation of the registrar's office.
- Collaborates with staff in University's Registrar Office, Bursar, Financial Aid, Admissions, Institutional Research, Graduate School, and Distance Education.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Five years of directly related job experience, preferably in a higher education and/or information technology. Experience working with relational databases and with advanced reporting methods using tools such as SQL Server Reporting Services, PL/SQL and Toad preferred. Experience working with data warehouse/database concepts, practices, and procedures. Experience designing, implementing and maintaining complex workflow processes. Experience analyzing and solving complex data processing and computing problems.

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 experience in analyzing, documenting, and modifying business requirements in academic student service areas.
- Advanced experience in use of Student Administration systems.
- Advanced experience in reporting and data analysis and in use of reporting tools such as SQL and other reporting software programs. Working knowledge of all areas providing student and academic support services: Bursar, Financial Aid, colleges and schools, and Information Technology.

- Ability to communicate requirements, problems, issues, and solutions to technical and non-technical users.
- Familiarity with standard office software packages.
- Ability to learn and quickly adapt to new technologies, business processes, and procedures.
- In-depth understanding of student records administration.
- Strong reasoning, analytical, and communication skills.
- Ability to maintain high degree of confidentiality.
- Strong leadership skills and ability to establish effective and productive working relationships. Understanding of FERPA and other policies related to confidentiality and ability to interpret and apply policy to daily work.
- 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.

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.

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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.