

UNIVERSITY OF DALLAS

Job Number: 11648UD

Information System Analyst

Date Posted: October 27, 2021

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

SUMMARY

UD is currently seeking an Information System Analyst to provide functional and technical support for applications which support the university's students, faculty and support services, including but not limited to Banner and its underlying architecture and toolsets and its integration with other applications. Support includes the setup, configuration and implementation of new releases. This individual will have the opportunity to write and maintain technical specifications, documentation to describe program development, logic, coding, testing, changes, and corrections.

PRIMARY RESPONSIBILITIES

- Manage resources to effectively achieve university goals.
- Collaborate with ERP Application System manager to train new users to effectively use the applications.
- Assist users in defining and creating reports; troubleshoot user problems guided by department goals and objectives.
- Work with other team members to develop organizational standards, effective practices, and knowledge-base.
- Monitor, track, and report project risks, issues, milestones, and work completed.
- Analyze, define and document requirements for data, work-flow, logical processes, hardware and operating system environment, interfaces with other systems, internal and external checks and controls, and outputs.
- Customize and code screen layouts, graphical user interfaces, printed outputs, and interfaces with other systems.
- Write SQL stored procedures for application data sets and integration support.

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MINIMUM REQUIREMENTS

- Bachelor's degree in Information Systems or field relevant to database management.
- Four years of functional support or advanced user in ERP environment.
- Knowledge of programming, SQL, PL/SQL, Java Script, and Unix/Linux.

PREFERRED QUALIFICATIONS

- Knowledge in Banner Financial Aid module.
- Knowledge of Evisions Argos Enterprise Reporting.
- Familiarity with the technology and tools used for extending Banner 9 Administrative Applications and/or Banner 9 application extension methodology and process.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.