

# UNIVERSITY OF DALLAS

Job Number: 13336UD

**Information Systems Analyst**

Date Posted: May 1, 2023

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## 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 to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

## JOB DESCRIPTION

UD is currently seeking an Information Systems Analyst to provide functional and technical support for applications that support the university's students, faculty, and support services, including but not limited to the core ERP, Ellucian Banner, and its associated integrations with other applications. Support includes the setup, configuration, and implementation of new releases, along with project management for increased product utilization. This individual will contribute to technological improvements for the functional user across campus as a key contributor to complex initiatives.

## PRIMARY RESPONSIBILITIES

- Collaborate with Ellucian DBA and programmer for problem resolution, reporting, and customization.
- Coordinate interdepartmental use of application systems, including but not limited to Ellucian Banner.
- Train new users and mentor existing users on IT applications associated with the core ERP.
- Assist users in troubleshooting problems with collaboration and guidance for departmental goals and objectives.
- Lead technological improvement projects by solving unique problems - utilizing evaluative judgment and precedent. Independently apply sophisticated analysis in evaluating issues and develops new concepts, methods, and techniques for cross-functional initiatives.
- Write and manage existing SQL Stored Procedures for application data sets and integration support.
- Other duties as assigned to ensure the efficient and effective operation of the Information Systems department.

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## MINIMUM REQUIREMENTS

- Bachelor's degree in Information Systems or field relevant to database management.
- Two years of experience in functional support or advanced user in ERP environment or Project Management.
- Knowledge of programming - SQL, PL/SQL, JavaScript.
- Competency in reporting tools, such as Argos.

## PREFERRED QUALIFICATIONS

- Knowledge of the technology and tools used for extending Banner 9 Administrative Applications is a plus.
- Knowledge of the Banner 9 application extension methodology and process is desirable.

## ADDITIONAL INFORMATION

- Subject matter expert within Oracle and Banner for end-users with the ability to problem-solve and troubleshoot in an effective manner.
- **Mathematical Skills:** finite mathematics computational skills necessary for effective problem solving, diagnosis and design.
- **Reasoning Ability:** the ability to develop logical database access and reporting as well as effective resolution for end-user issues.
- **Other Skills and Abilities Required:** the ability to plan and manage resources, time, and activities for multiple complex projects; skills necessary for effective leadership of exemplary service quality; knowledge of information system trends; human relations knowledge and skills necessary to manage internal and external relationships effectively; understanding of service quality concepts essential for the effective design and delivery information system support services; knowledge of programming, SQL, PL/SQL, and Banner.

## 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 benefits 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.