Sul Ross State University  
Position Description

Official Title: Integration Analyst  
Job Code: 3804
Salary Group: Unclassified

Summary
Function: Provides direct planning, development and operational oversight for advanced information technology systems and is responsible for ensuring the successful integration of both administrative and academic systems by maintaining a standard of excellence in the evaluation, design, integration, analysis and project management for information technology systems supporting the mission of the University.

Scope:

Duties
Essential: Build strong relationships with data owners to assess and respond to their reporting needs; provide technical assistance by responding to inquiries regarding errors, problems, and questions about programs; develop custom reports and identify opportunities for business process improvements; write and maintain technical specifications and other documentation as needed; train end users and technical support staff to use administrative system functionality; assist in the formation of policies and procedures affecting system access and security; collaborate with other staff supporting administrative computing across all Sul Ross campus sites; other related duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Performs additional job-related duties and responsibilities as requested.

Supervision
Received: Reports to Director of Enterprise Application Development.

Given: Serves as project leader.

Education
Required: Bachelor’s degree.

Preferred:

Experience
Required: Three years experience working with ERP systems, preferably Banner; experience with application development and functional support and reporting requirements for business units, preferably in a higher education setting.

Preferred: Experience with programming languages including SQL, COBOL, PRO C; experience with UNIX and UNIX shell scripting; knowledge of RDBMS systems.

Equipment/Skills
Required: Strong analytical and computer skills; effective oral and written communication skills; ability to relate to students in a multicultural environment.

Preferred:

Working Conditions
Usual: Based in Alpine; some travel required. May be required to work a flexible schedule, including nights, weekends and holidays. Exempt from overtime provisions. Position is Security Sensitive.
Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: August, 2010