

# Sul Ross State University

## Position Description

**Official Title:** Integration Analyst  
**Salary Group:** Unclassified

**Job Code:** 3804

### 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