

Job Description

Position Title: Analyst 3, Registrar Systems

Job Group: Information Technology

Job Level Group: Professional - Senior

FLSA Status: Exempt

Position Summary:

The Registrar Systems Analyst 3 serves as a project manager for implementing College systems. Performs analysis of business processes and procedures to align business software to match College needs. Works within the Registrar Office to gather and analyze requirements for design. Implements design solutions to improve data systems. Plans, coordinates, and reviews progress through all phases of a project. Creates a variety of documentation including recording procedures, training materials, project decisions, and outcomes. Provides leadership when assigned staff.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plans, conducts, and directs the analysis of complex business and systems problems. Provides technical and analytical support.
2. Serves as project manager providing technical leadership to assigned staff during planning, coordinating, and review through all phases of projects.
3. Evaluates the potential for automating existing or proposed work functions and processes. Designs new processes. Works with Information Technology to write or modify computer programs to meet user requirements.
4. Maintains, troubleshoots, develops and tests platforms and functional integration of these systems.
5. Provides leadership in acquisition, development, installation and implementation of the Student module and department administrative systems.
6. Provides technical support to users of the Student module to ensure investment is maximized and users are able to perform necessary work functions.
7. Interprets, applies, and provides guidance to staff College-wide regarding Federal, State, and local laws, accreditation requirements, and College policies.
8. Represents the Registrar Office, both internally and externally, by serving on and contributing to College committees, work groups, task force, and other various initiatives related to student records, compliance, and strategic initiatives
9. May establish departmental standards and priorities in the supervision of staff; assigns work; ensures staff training; conducts performance evaluations; and makes hiring, termination, and disciplinary recommendations.
10. Provides leadership and advocacy in escalated complex and sensitive student-related issues, questions or concerns.
11. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of computer and network operating systems
2. Skill in current and applicable computer programming languages relative to the assignment
3. Skill in current and applicable hardware, software, and peripheral equipment
4. Skill in problem solving
5. Skill in coordinating and monitoring the work of others
6. Skill in effective communication (both written and oral)
7. Skill in project management principles, processes, and techniques
8. Ability to adapt to a rapidly changing technical environment

Supervision:

- May provide lead work, advise and/or guide staff. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Has responsibility for making decisions on hiring, termination and pay adjustments. May guide work of others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Computer Science or a closely related field of study required.
- Master's degree in or a closely related field of study preferred.
- Three (3) to Five (5) years of related technical experience and current certifications required.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening and weekend work hours.
- Pre-employment Background Check Required