

System Analyst

REPORTS TO: Director of Technology Information

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC), we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Senior Systems Analyst will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

Develops, implements, monitors, and executes project plans for the design, development, and installation of systems, databases, and application software. Performs work independently under general direction. Provides strategic and tactical planning support for the development of project plans and the maintenance of university information systems. Apply systems analysis and design techniques to solve problems, increase system performance, and enhance user productivity. Design, develop, configure, and implement programs and procedures to meet defined project scope and objectives. Coordinates with users to facilitate project development and to insure effective system usage.

DUTIES AND RESPONSIBILITIES

Essential job functions include but are not limited to the following:

- Prioritize and coordinate both development and maintenance activities associated with ITS supported software systems.
- Submits status reports on assigned projects on regular, prescribed intervals as indicated by management.
- Performs software configuration, implementation, integration, and maintenance for university information systems including both vendor systems and university-developed systems.
- Executes software deployment activities in multi-platform, multi-vendor, and multi-tool enterprise software environment.
- Develops and adheres to quality assurance practices for university information systems management.
- Performs systems analysis/programming, data management, data modeling, and business process analysis at the highest technical level.
- Conducts technical training for information systems personnel and/or client staff.
- Monitor performance, usage, and operational effectiveness of systems.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Maintains quality documentation to manage program and system development, revisions, and operation.
- Establish and maintain effective communications with clients and other ITS staff.
- Demonstrate good work ethics
- Performs other duties as assigned.
- Performs other duties as assigned by the Director of Information Technology

MANDATORY QUALIFICATIONS

- Applicants must hold the minimum of an Associate degree in Networking, Computer Information Systems, or related field.
- Applicants must have at least two years of experience in installation and maintenance of computer hardware and software; and familiarity with Microsoft Windows operating systems, Microsoft Office suite, Local Area Networks, email, internet, telephone systems, and network cabling.
- Applicant must also be able to multitask and maintain a positive attitude.
- Applicant must be able to communicate effectively.
- Applicant must be able to work independently, as well as part of a team.
- Applicant must be able to travel to off-site campuses and/or locations.
- Applicant must be dedicated to and appreciate the concept of the community college.

PREFERRED QUALIFICATIONS

- Previous experience supporting the Ellucian Banner ERP systems along with developing and implementing information systems.
- Experience using any or all of the following: C, Java, SQL, XML, JMS, HTTP, LDAP, SOAP, GIT, PL/SQL, Groovy, Spring, Hibernate, Tomcat, WebLogic

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated competence in all phases of system analysis techniques, concepts, and methods.
- Strong programming and analytical skills with demonstrated ability to assume responsibility for supporting multiple systems.
- Strong team building, collaboration, and communication skills.
- Experience developing systems in Linux/Oracle environment.
- Excellent interpersonal skills, ability to plan and organize, personal initiative, demonstrated ability to perform with professionalism and produce quality, reliable results.
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PHYSICAL DEMANDS

- No unusual physical requirements. Requires limited lifting of files and records and nearly all work is performed in a comfortable indoor facility.
- Frequent external imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work and certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; involves conflict resolution of similar interactions involving emotional issues or stress on a regular basis.
- Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a full-time, 12-month, Exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

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APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – August 2, 2022 at 5:00 P.M.

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