

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Enterprise Application Analyst II
Location:	Big Rapids (Main Campus)
Department:	54500 - Enterprise Applications
Advertised Salary:	\$57,000 with comprehensive benefit package (health care, vacation, etc.)
FLSA:	Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	Just Cause
Summary of Position:	Performs routine business analysis work. Work involves gathering, developing, and documenting user requirements; reviewing, assessing, and developing processes to carry out department level functions; creating and validating automation and reports based on user input and testing; assisting with post-implementation support of systems; and providing support for the systems development life cycle. Works under moderate supervision and may supervise student employees, is capable of handling multiple projects at once and can work well with a team of both IT and functional users.
Position Type:	Staff
Required Education:	Bachelor's degree in a related IT field.
Required Work Experience:	At least two years in a business analyst or similar position, experience in higher education preferred.

Required Licenses and Certifications:	
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Moving • Reaching • Sitting • Climbing • Lifting • Pulling/Pushing • Repetitive Movement • Standing
Additional Education/Experiences to be Considered:	Master's degree in information systems or related field.
Essential Duties/Responsibilities:	<p>Gathers, analyzes, and documents user requirements, business processes, and problems to automate or improve existing systems.</p> <p>Elicits and documents business needs for new systems.</p> <p>Analyzes program policies and procedures to determine their effect on automated systems and system functional areas.</p> <p>Serves as a liaison by providing consultation, documentation, and direction to other areas regarding analysis, design, configuration, testing, and policy implementation within all systems.</p> <p>Develops and/or reviews complex system documents to convey business requirements and support efficient system design.</p> <p>Develops, documents, and revises system design procedures, test procedures, and quality standards.</p> <p>Works on tasks including project or functional requirements, functional design, functional configuration, testing, and documentation.</p> <p>Writes complex SQL code to load ERP information into third</p>

	<p>party applications via approved methods.</p> <p>Diagnoses and repairs application chain processes following guidelines and approved methods.</p> <p>Works with other Analysts for primary and backup functions of multiple processes and applications.</p> <p>Works closely with other functional areas to provide guidance and subject matter expertise in regard to their critical processes.</p> <p>Any other duties assigned within the position classification area.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.</p>
<p>Marginal Duties/Responsibilities:</p>	<p>Work closely with other IT staff at peak times for coverage of systems and services.</p> <p>Lift, move and relocate computer network equipment.</p> <p>Other duties as assigned.</p>
<p>Skills and Abilities:</p>	<p>Assists in mapping business processes using basic mapping methodologies.</p> <p>Assists in making recommendations for the selection of technology solutions to align with business strategies.</p> <p>Assists in the design, development, and implementation of data reporting and business intelligence systems.</p> <p>Provides basic procedural and technical guidance to functional areas regarding technology usage and management.</p> <p>Performs complex data analyses and reporting.</p> <p>Write complex queries and procedures in PL/SQL, requires experience with relational databases.</p> <p>Works with other lead workers to facilitate technology needs in</p>

	<p>their respective areas to support the university function.</p> <p>Works to stay current on technologies in the field of information technology specifically in higher education.</p> <p>Attend conferences and report back key findings and initiatives seen amongst other vendors and industries.</p> <p>Demonstrated commitment, experience and understanding for diversity, equity, and inclusion.</p>
Required Documents:	<ul style="list-style-type: none"> • Resume • Cover Letter • Unofficial Transcript 1
Optional Documents:	<ul style="list-style-type: none"> • Unofficial Transcript 2
Special Instructions to Applicants:	<p>Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of Bachelor's degree in Information Security or related computer degree.</p> <p>Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>
Initial Application Review Date:	November 11, 2022
Open Until Position is Filled?:	Yes
Posting Close Date:	
Contact Information and EEO Statement:	<p>For inquiries related to this job posting please contact Nichelle Baker - Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at www.fsujobs.com.</p> <p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values</p>

	<p>opportunity, collaboration, diversity and educational excellence. Learn more about the Ferris Mission and community at ferris.edu. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement.</p>
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