The University of Texas at San Antonio

Job Description

Job Title:	IT Business Analyst I
Code:	19120
Salary Grade:	60
FLSA Status:	Exempt
Department/Division:	Job available in different departments/divisions
Reports To:	In accordance with specific departmental policies

Summary

- Function: To provide coordination between customers, program coordinators and technical staff by evaluating departmental needs; analyzing requirements; developing and maintaining new and existing software systems.

- Scope: Responsible for understanding information technology business processes and technology specific to departmental/program needs and organization.

Duties

- Typical:
    1. Review, prepare, analyze and interpret data to determine reasonableness and accuracy of information.
    2. Acquire, refine and document a comprehension of data sources, definitions and usage as required to support the informational needs of the division/unit.
    3. Develop and demonstrate a solid understanding of software functionality and features utilized by the division/unit.
    4. Prepare and update useful and accurate documentation as appropriate to support processes and correctly detail report specifications.
    5. Perform additional duties as assigned.

- Periodic:
    1. Perform special studies, research and analysis of financial issues upon request and provide recommendations for appropriate course of action.
    2. Act as new product design and build backup.

Education

Required	Preferred
Bachelor's Degree from an accredited institution.	Bachelor's Degree in related IT field from an accredited institution.

Other Requirements

Required	Preferred
Experience with Student Information System (Banner, etc.) to include proficiency with relational database reporting and SQL and Microsoft products (VIZIO, SharePoint, Word, Excel and/or Power Point).	N/A
Effectively communicates with all levels of the organization.	
Familiar with OOP (object-oriented programming) solutions.	
Exceptional problem solving and analytical skills to deliver high quality work.	
Excellent verbal and written communication skills to work within a team-oriented environment	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience supporting IT related applications to include ERP systems that facilitate effectiveness via efficient business processes, reporting and customer service.	Experience supporting IT business processes in higher education.
	Business process improvement experience in one or more financial management areas.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office environment.	Some overtime hours may be required.

Supervision

Received	Given
General supervision from assigned supervisor.	General supervision of assigned staff.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.