



Job Posting:	Assistant Business Programmer/Analyst
Date Posted:	April 19, 2024
Posting End Date:	Until Filled
Projected Start Date:	Immediately
Reports to:	Director of Info Tech

Job Duties: Under the direction of the Executive Director of IT, the **Assistant Business Programmer/Analyst** is responsible for the plan, design, develop, and launch of efficient information systems and operations systems in support of core organizational functions. The individual will apply proven communication, analytical and problem-solving skills to help identify, communicate, and resolve systems issues. The **Assistant Business Programmer/Analyst** will assess business processes to make recommendations in order to maximize the benefit of Enterprise Information systems improvements.

Doing so involves working closely with users to gather and document detailed and accurate requirements, propose effective solutions, and assist staff with reporting needs. The Assistant Business Analyst will be responsible for providing systems analysis, problem-solving

Responsibilities:

- Assist in the planning, designing, development, and deployment of applications in the Student Information System (Jenzabar One) as well as other third-party applications.
- Meet with decision-makers, systems owners, and end-users to define business requirements and systems goals, and identify and resolve business systems issues.
- Review and analyze the effectiveness and efficiency of existing systems and work with the supervisor to develop strategies for improving or further leveraging these systems.
- Coordinate and perform in-depth tests, including end-user reviews, for modified and new systems.
- Provide orientation and training to end-users for all modified and new systems.
- Write and maintain documentation related to changes to code, scripts, programs, and other end-user specifications.
- Provide technical assistance by responding to inquiries regarding errors, problems, or questions with programs.
- Provide maintenance, appropriate use, production and problem-solving support, and ad-hoc reporting support
- Plan and develop day-to-day procedures to promote the successful performance of systems.

Essential Qualifications and Experience Required:

- Bachelor's degree from an accredited college or university in computer science or similarly related area of study
- Strong understanding of Higher Education related business processes
- Experience with 3rd party reporting tools such as MS SQL Reporting Services (SSRS)
- Strong SQL language programming and query optimization skills (MS SQL and PostgreSQL).
- Excellent information-gathering, research, and reporting skills
- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations

Core Competencies:

Adaptability, Trust Building, Decision Making, Problem Solving, Teamwork, Written Communication

Cisco College Mission & Purpose: The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve. Cisco College maintains an open-door admissions policy and provides an array of educational programs offered at two primary locations, Cisco and Abilene, in addition to many off-campus sites. Cisco strives for an institutional culture of innovation, collaboration, faculty and staff empowerment and recognition, and an openness to change that underscores

our commitment to a shared mission and vision.

Cisco College Guiding Principles: Learning, Respect, Integrity, Communication, Cooperation, Joy, and Innovation.

Posting and Application Details:

Cisco College offers a generous benefit package, including comprehensive medical, dental, and vision insurance. Member-only medical coverage and \$5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

Resume packages should be submitted to:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
442-5121
humanresources@cisco.edu

Resume packages must include all of the following:

Cover letter
[Cisco College application](#)
Resume or Curriculum Vita
Teaching or Leadership Philosophy
Unofficial college transcripts 254-

Cisco College is an Equal Opportunity Employer