SYSTEMS ANALYST

NORTH PARK UNIVERSITY, CHICAGO
3225 W. FOSTER AVE, CHICAGO, IL 60625

Department: Information Technology
Reports To: Assistant Director of Information Technology

Position Summary: As part of the Applications group in Information Technology, the Systems Analyst is responsible for supporting the technical aspects of administrative applications and databases by performing system administration and programming tasks as well as providing technical support and guidance to end users.

Essential Responsibilities

- Programming: coding, testing, debugging, documenting, supporting, integrating, troubleshooting and maintaining software solutions.
- Develop software as directed to improve and extend the functionality of systems.
- Provide technical support to departments.
- Work with vendor technical support to resolve issues beyond NPU's experience and expertise.
- Research new technologies and provide insight to their usefulness within North Park's current and future systems and workflows.
- Attend on-campus and off-campus training sessions and meetings as directed and necessary to improve knowledge and expertise.
- Attend training and conferences as assigned.

Essential Qualifications

- Bachelor's degree in a technical/analytical discipline
- Strong technical and analytical abilities. This position focuses on technology.
- Comfort with learning independent of formal training
- Innovative thinking to develop solutions beyond traditional technology
- Quick learner
- Demonstrated aptitude and interest in new technology, systems design and programming/scripting
- Ability to communicate effectively with both technical and non-technical personnel
- Ability to follow verbal and written instructions and work with minimal supervision
- Willingness to occasionally work off-hours to maintain availability of critical systems
- Personal commitment to North Park University's mission of Christian higher education
- High speed internet connectivity at home

Other Desired Qualifications

- Programming work in Java, javascript, Powershell, Transact SQL, SSIS, XML, Envision

Effective Date: 2012

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.