Posted: <u>July 24, 2019</u>
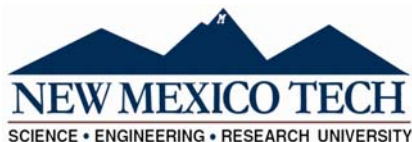

POSITION ANNOUNCEMENT

TITLE: <u>ANALYST/ BANNER SOFTWARE</u>   **DEPT:** <u>ITC</u>

REG ☑   **TEMP** ☐   **FULL TIME** ☑   **PART TIME** ☐

STARTING RATE or SALARY RANGE <u>$56,000</u>

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: <u>August 1, 2019</u>* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Study proposed and purchased software, coordinate the software's features with the desired outcome, analyze the steps to implement the software, test for desired results, train the end-user in the use of the software. Programming as needed to assist with solutions and implementations. Work with users to train them in the proper use of current or new software. Design and write reports to verify successful software implementation and integration. Assist with integration/testing of discrete software systems. Assist in the development of data governance decisions.

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program of 18+ months after high school. Area of study, information technology, Data processing, Computer Science or related discipline and/or at least 2 years of directly related job experience OR Bachelor's degree desired, area of study, information technology, Data processing, Computer Science or related discipline. Experience in the development and implementation of technical solutions in an enterprise environment desired. Experience in writing reports with at least on high-level report-writing language package desired. Experience in web development languages (e.g. PHP, Python, Ajax, Javascript) desired. Demonstrated ability to interact with end- users to discern problems and arrive at solutions required. Demonstrated ability to analyze integrating various software products with Banner required. Experience with Ellucian/Banner/third party ERP systems required. Knowledge of accounting principles desired. Experience with Linux O/S desired. Experience with Evisions/Argos reporting tool desired. Experience with higher education administrative systems required. Must pass a criminal background check. Must be a self-starter and work with minimal supervision. Must be able to work as part of a team. Must be able to communicate effectively, both verbally and in writing. Must also be able to communicate technical concepts to non-technical staff. Requires the ability to work to a high level of precision and function under time pressure and deadlines.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 133, Socorro, NM 87801-4796