POSITION TITLE: INTEGRATION ANALYST

JOB CLASS: Staff
SUPERVISOR: Director of Enterprise Information Systems

CLASSIFICATION: Full Time
LOCATION: DeLand

SUPERVISORY: No
DEPARTMENT: Information Technology

POSITION OVERVIEW: Reporting to the Director of Enterprise Information Systems, the Integration Analyst is responsible for the technical aspects of Stetson University’s ONE STOP that consists of academic and enrollment services areas, inclusive of Admission, Financial Aid, Registrar, and Student Accounts.

The Integration Analyst (the Analyst) serves as the point-person in ONE STOP for Information Technology (IT), coordinating ONE STOP’s use of Banner. Additionally, the Analyst will serve as the ONE STOP representative on technology-related committees. The Analyst provides best-practice guidance on Banner and assists in data quality assurance efforts among the ONE STOP functional units.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

- Bachelor’s Degree in Computer Science or related field required. 1-2 years’ experience preferred, including Project Management skills/experience; IT experience, particularly in a Banner student/admission/student accounts/financial aid or applications/data integration environment; Experience in a university or college admission, registrar, or student accounts office desirable.
- Knowledge of Banner and Banner data structure preferred, including Oracle databases, together with knowledge of systems analysis to ensure proper integration of user requirements into the database(s) and to effectively produce reports;
- Advanced skills in use of programming and query languages like Java and PLSQL required;
- Preferred knowledge of Banner workflow and document imaging software (e.g., BDMS), Campus Loan Management (CLM) system, Business Intelligence, and/or other data warehouse reporting (e.g., Evisions/ARGOS, Cognos); working knowledge of Mac and PC software environments, to include Excel, Access, and database applications, desirable;
- Ability to work independently, effectively, and collegially both with technical and non-technical staff and senior administrators; demonstrated high-level critical and analytical thinking skills; excellent oral and written communication skills; ability to manage competing tasks and deadlines; excellent customer service skills.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: The Analyst will be responsible to assist IT programmers and functional areas with integration services for Multiple Data Integration and Bridge Services Management related to academic and enrollment service areas, to include:

- Banner: Work closely with IT programmers and database administrators to manage Banner data conversion clean up/updating of validation tables/set-up rules and Banner patches/fixes/upgrades; coordinate relevant testing among the ONE STOP functional units; compile and report Banner upgrade test results; monitor the Banner database, with
particular attention to the addition of new fields or tables.

- **Operational/Transactional Reporting**: Generate reports from Banner and related systems for the One Stop functional areas; provide reports to ONE STOP colleagues on prospective, applied, admitted and current students, and alumni; generate Oracle Reports and SQL programs for tabular and statistical reporting, as well as produce ad hoc reports for special needs of the ONE STOP.
- **Classroom and Event Scheduling Software**: Implementation and reporting.
- **Data Quality and Integrity**: Work closely and collaborate with the Office of Planning and Decision Support to ensure data accuracy and consistency for mutual reporting needs; collaborate with ONE STOP functional users, IT, and The Office of Planning and Decision on resolving data definition problems; collect, analyze, and organize Banner Student Data to ensure quality and integrity in the University’s data warehouse environment.
- **Banner-related Workflow**: Implement workflow solution for ONE STOP.
- **Website(s) enhancement; social media/e-communication to enhance/improve billing and scheduling related communication.**
- **Participate in functions, events, and ceremonies managed by various academic and enrollment service entities.**
- **Other duties as assigned.**

**APPLICATION PROCEDURE**: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562. E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.