The Office of Information Technology Services at Wofford College invites applications for a Systems Analyst position. Reporting directly to the Director of Administrative Systems, the System Analyst supports the college’s core system of record and other shared software applications through configuration, access control, integration, and troubleshooting. These integrated applications serve the College’s Business Office, Human Resources, Student Records, and Financial Aid departments. This position requires knowledge and skills to support an array of solutions hosted on-campus and “in the cloud”. Such skills include a knowledge of application management and data integration, SQL/PLSQL development, project management, and workflow modeling.

The System Analyst is a full-time exempt position that works with administrative staff, the college’s contracted database administrator, vendors, contractors, and other ITS team members to ensure that the College’s administrative systems meet or exceed requirements specified in the IT Service Catalog. Hours of work performance are approximately 40 hours/week. Depending on activities and system needs, evening and weekend hours may be required at times; otherwise, the normal work schedule is 8:30am to 5:00pm, Monday through Friday.

**KEY RESPONSIBILITIES:**

- Provides system support and administrative services for the College, including installation, configuration, and support of systems required by the Business Office, Human Resources, Financial Aid, Student Records, and Student Affairs departments.
- Performs other tasks, duties, projects as required and/or as assigned in contributing to the success of the Office of Information Technology Services.

**QUALIFICATIONS:**

The Systems Analyst works both independently and at times, in teams, under general supervision in a fast-pace environment and must possess excellent communication (writing, speaking, listening) skills to effectively carry out the key responsibilities of this position. S/he will have minimally 3 years’ previous experience working as a Programmer or Systems Analyst. Experience of Oracle SQL, along with the ability to write SQL functions, stored procedures, and packages in PL/SQL is required. Proficiency working with UNIX and Linux command-line interfaces, and experience developing and troubleshooting UNIX/Linux scripts that perform a variety of maintenance tasks and data integrations (via SFTP and RESTful APIs) are also required.

Other desirable qualifications include: previous higher education experience, experience working with Ellucian Banner; experience working with virtual servers-particularly in a VMware cluster; basic understanding of directory stores (LDAP/Active Directory); general knowledge of network protocols, firewall ports, and troubleshooting techniques; project management experience; and knowledge of workflow modeling and process improvement techniques.
This position works with confidential information and will be subject to the Colleges’ confidentiality policies. Multi-tasking along with prioritizing tasks/workload to meet timely deadlines is expected. The Office of Information Technology Services is committed to quality customer service. Attention to detail coupled with willingness to learn new systems, skills and techniques, and strong troubleshooting skills will prove valuable to be successful in this role.

For questions regarding this position, please contact the Director of Administrative Services, Bryan Blackwell (blackwellbs@wofford.edu).

APPLICATION:

Email the following application documents: (1) letter of interest explaining how you meet the qualifications of this position; (2) current resume, and (3) names and contact information (email and telephone numbers) of minimally 3 professional references to SystemsAnalyst@wofford.edu.