Southwest Wisconsin TECHNICAL COLLEGE JOB POSTING

POSITION	**Information Technology (IT) Systems Analyst-Student Services, Financial Aid & Student Accounts**
APPLY BY	**Position will be open until filled**
HIRE DATE	**To be determined upon accepted offer**

DIVISION	Information Technology Services
REPORTS TO	Registrar
CLASSIFICATION	Non-Exempt/Hourly
POSTING DATE	September 9, 2023

SUMMARY

Southwest Tech is in the process of a multi-year college-wide Enterprise Resource Planning (ERP) software implementation to deliver a world-class experience to its prospective and current students, staff, faculty, and alumni. The IT Systems Analyst (SA) will play a key role throughout the project and will also have an important ongoing role after implementation is complete. The IT SA will work in close collaboration with the department heads of the Student Services (admissions, records, registration, advising), Financial Aid and Student Accounts functional areas and with the ITS Director of Enterprise Applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Collaborate closely with department heads to ensure that best practice business process changes in the functional areas are fully understood and supported with the interest of providing improved services to students and creating greater operational efficiency.
- Troubleshoot and analyze applications daily to modify and improve application systems to ensure stable and consistent production.
- Research, analyze and test software updates to determine the impact on existing business processes.
- Lead the creation and implementation of reports and analytics dashboards as required by staff.
- Support departmental staff to make a smooth transition from existing systems, applications, and processes to new tools and processes.
- Provide training in the use and upkeep of applications and technologies to derive maximum value from the ERP system.
- By using workflow and other ERP tools, configure solutions to improve the automation of business processes.

TRAINING, EXPERIENCE AND SKILLS

- Associate degree in information technology or related field required, bachelors preferred.
- 3-5 years' experience as an IT Systems Analyst supporting higher education.
- Prior experience with a Student Information System (SIS) software system
- Excellent research, analytical, project management, critical thinking, decision making and problem-solving skills.
- Excellent verbal and written communication skills, and strong interpersonal and presentation skills
- Ability to learn quickly and work in a fast-paced environment.
- Ability to interact effectively with management, business users, and other team members.
- Ability to multitask, maintain an organized work environment, and be a team player and self-starter.
- Experience documenting business and system requirements, processes, and workflows
- Experience with planning and execution of testing efforts including, development of test cases, coordination between technical and business resources, and documentation on testing results.
- Knowledge and experience with Agile software development methodology preferred.

KNOWLEDGE
- Microsoft Office
- Microsoft Power BI, SSRS, Management Reporter, Office 365, Visio preferred.
- Anthology Student/Reach preferred.

REMOTE/VIRTUAL WORK OPTION
A remote/virtual work arrangement is an option that may be discussed. If a remote option is approved, the candidate will establish an appropriate work environment with reliable internet service. The successful candidate will be provided with a Southwest Tech laptop and related software.

APPLICATIONS
Internal and External applicants complete and submit the online employment application at **www.swtc.edu/jobsatswtc.**

For questions regarding the application process please email Human Resources at **humanresources@swtc.edu** or **608.822.2314**.

SALARY BAND: C42 Hourly- $24.88 - $34.83

BENEFITS/SERVICES
Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charged)

SELECTION PROCESS
The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.