



Mississippi Board of Trustees of the State Institutions of Higher Learning Position Announcement

JOB TITLE: Information Systems Analyst

The Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) seeks applications for the position of **Information Systems Analyst**. The Information Systems Analyst reports directly to the Chief Administrative Officer. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll a total of 80,516 students.

IHL offices are located in Jackson, Mississippi.

JOB SUMMARY: Analyzes, designs, modifies and implements administrative software applications. Works with staff to analyze problems or needs and develops solutions via use of technical expertise and development of reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Responsibilities include:

- Performs functional systems design, including business functions design, user interface design and database design.
- Tests and implements complex application software solutions.
- Prepares cost/benefit analysis, and performs other responsibilities to business/finance system development.
- Provides general (first level) diagnostic support for IHL Executive Office administrative staff for a broad range of technical areas.
- Works with IHL Executive Office administrative staff to analyze problems or needs, and develops solutions requiring novel uses of existing technology, integration of multiple areas of technical expertise, or investigation and application of new technologies.
- Develops staff procedures in technical areas of expertise, and provides related professional computer services support and training.
- Helps plan and schedule system enhancement and modifications.

Education and/or Experience:

- Bachelor's degree from a four year college or university, preferably in Computer Technology; five to ten years related experience and/or training; or an equivalent combination of formal training and experience.
- Must have expansive work experience in an information technology area.
- Must have work experience with ORACLE and implementation of Payables, Purchasing, Receivables, and Payroll software. Experience with university financial statements preferred.
- Must have advanced level skills in SQL and reporting tools such as Crystal Reports.



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- Must have advanced level skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and Windows XP. Knowledge of Microsoft Access is helpful.
- Demonstrated skills in customer service, analytical thinking, active-listening and problem-solving.

Completed applications should include a current résumé; and names, address, e-mail address, and phone numbers of three (3) professional references. Review of resumes will begin immediately and will continue until the position is filled. Women and minorities are urged to apply. Applications and nominations should be sent to:

**Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211**

Applications may also be emailed to: hr@mississippi.edu.

To apply for this position, submit an official [IHL Application for Employment](#) along with documents noted above. You may fax the application to 601.432.6129.

For more information regarding IHL, visit our web site at www.mississippi.edu/ihl.

The Board of Trustees of State Institutions of Higher Learning is an Equal Opportunity Employer.

AA/EOE/ADA