V A C A N C Y   A N N O U N C E M E N T

Computer Systems Analyst III

Helena College University of Montana, a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as a Computer Systems Analyst III.

Duties and Responsibilities

The Computer System Analyst III position at Helena College is a Lead/Senior position responsible for long-range planning, design, evaluation and implementation of data processing systems, such as our Banner ERP. This position analyzes diverse client needs covering multiple departments supported by IT, applying advanced/expert systems analysis and project management tools and techniques in managing multiple projects. Developing complex new data-processing systems or devise new multidimensional ways to apply existing systems’ resources to additional operations. This position is expected to research, program/develop, and resolve problems in the production systems quickly and effectively, implement IT technology solutions, work collaboratively with various UM functional support teams, including team DBA’s, Enterprise Technologies, Self-Service functionality, Application Development, and Identity Management teams.

The Computer System Analyst III helps mentor other Helena College IT team members; assisting in training and clarification of projects. This position develops and implements related policies and procedures as well as provides high-level of technical consultation finding innovative technical solutions to customer needs through in-depth testing, problem diagnosis and recommending solutions.

Management and Supervision of Others:
This position will not be a supervisory position, but will mentor/advise junior level programmers and provide guidance/direction on projects, technologies, and methodologies for the junior level programmers.

The successful candidate can work in either Helena or Missoula as their primary campus location.
**Minimum Qualifications:**

- Lead, senior level analyst that can tackle the most complex projects, and mentor Helena College IT staff in the development and support of our Enterprise Systems.
- Preference given for experience with ERP software such as Ellucian Banner or an equivalent, and related systems.
- Expert knowledge of relational databases, including Oracle RDMS, PL/SQL, and the SQL language.
- Experience and familiarity with an industry standard programming language such as Java or other Object-oriented languages.
- Proficiency in use of Windows based IDE's that facilitate program and system development (PL/SQL Developer, WinSCP, etc.).
- Ability to gather user specifications independently, and translate those specifications to functioning software.
- Extensive analytical and troubleshooting (problem identification/investigation/resolution) skills.
- Ability to apply analytical skills to complex problems.
- Expert understanding of relational database design and programming techniques in large scale/multi schema environment.
- Knowledge and functional use of GIT repositories and source control systems.
- Knowledge/Experience with Apache Tomcat and Oracle WebLogic.
- Highly proficient with Unix/Linux operating systems and relevant OS utilities.
- Expert knowledge of designing user interfaces and writing reports using an industry standard report writing tool.
- Effective oral and written communication skills; professional customer service skills with the ability to share complex information with others.
- Expert in analytical and problem-solving skills, time-management, and organizational skills to complete tasks with critical deadlines while paying attention to detail.
- Ability to follow and apply Helena College/University of Montana and departmental policies and procedures.
- Ability to work directly with users to assess needs and determine future directions.
- Manage complex projects and perform tasks in all phases of the software development lifecycle including gathering specifications, conceptual design, detail design, programming, testing and ongoing support.
- Ability to work independently on large scale projects, with minimal direction from the Information Technology Director.
- Ability to take responsibility of a project or problem, serve as a project lead for programming, testing and implementation, and to serve as the primary point of contact for ongoing maintenance.
- Ability to provide backup to the Managing Systems Analyst and to be flexible in work schedule as needed for system coverage.
- Support and Troubleshoot integrations with 3rd party systems using our data integration platforms, and coordinate with functional users and/or vendors on testing and support of data integrations.

**Preferred Education, Experience, Knowledge, Skills, and/or Abilities**
- Degree in software development and at least five (5) years of related work experience or an equivalent combination of education and experience.
- Experience in working with a Student, Human Resources, or Finance information system of a higher education institution.

**Benefit and Salary Information:**
$26.94 - $33.03 hourly.
Benefits include a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision exam coverage, an employee assistance program (EAP), retirement plan, life and disability insurance options, flexible spending and dependent care account options, and optional long-term care insurance. Mandatory retirement plan, partial tuition waiver. Additional information on benefits can be found by visiting: [https://choices.mus.edu/employees.asp](https://choices.mus.edu/employees.asp)

**Application Procedures:**

Please email your:
- Cover letter with past experience, be specific about the type of work you performed, the type of support provided, and the type of problems you encountered and how you resolved those problems.
- A detailed resume which includes duties, dates of employment and education level attained.
- And 3 to 5 professional references including telephone contact information.

To: [hchumanresources@helenacollege.edu](mailto:hchumanresources@helenacollege.edu). Incomplete applications may not be considered.

**Union Information:**

Focus-MFPE
[https://helenacollege.edu/hr/docs/2021-2023-cba-final-signed.pdf](https://helenacollege.edu/hr/docs/2021-2023-cba-final-signed.pdf)

**Deadline to Apply:**
This position is open until filled, the first review will be on Monday, March 14th, 2022, at 11:59pm. Applications received after this date may be considered until an adequate applicant pool has been established.
Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

**Criminal Background Investigation is required prior to Offer of Employment**
In accordance with University policy, finalists for this position will be subject to criminal background investigations.

**ADA/EOE/AA/Veteran's Preference**
Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans’ or disabilities preference in accordance with state law. Applicants requesting veterans’ or disability hiring preference must provide appropriate documentation to verify eligibility.
Appropriate documentation includes the following:

- DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)
- Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)
- Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

**Testing**
Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.*
*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).*
Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College.

This information is voluntary and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:
Last Name: First Name: Middle Initial:

Gender: □ Male □ Female

Race/National Origin:
□ White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

□ Black (not of Hispanic origin): all persons having origins in any of the black racial groups.

□ Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

□ Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.

□ American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:
□ No Military Service

□ Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under
laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.

☐ Other Protected Veteran: a veteran who served on active duty in the U.S. military, round, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

☐ Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran’s discharge or release from active duty.

Where did you learn about this vacancy?
☐ Newspaper  ☐ Job Service  ☐ Referral  ☐ Posting  ☐ Web  ☐ Career Fair  ☐ Other: