**Analyst Programmer**

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**Please see Special Instructions for more details.**

Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. Posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions. Typically, the starting salary is at the lower end of the salary range. For additional information please contact: Laura Shimabuku at Laura.Shimabuku@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.

**Position Details**

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| Position Information | | |
| **Department** | | Financial Aid (XEM) |
| **Classification Title** | | Analyst Programmer |
| **Job Title** | | Analyst Programmer |
| **Appointment Type** | | Classified Staff |
| **Job Location** | | Corvallis |
| **Position Appointment Percent** | | 100 |
| **Appointment Basis** | | 12 |
| **Pay Method** | | Salary |
| **Min Salary** | | $4282 |
| **Max Salary** | | $7948 |
| **Employment Category** | | Regular |
| **Position Summary** | | This recruitment will be used to fill one full-time Analyst Programmer, competency level 2 position for the Office of Financial Aid at Oregon State University (OSU).  The mission of Enrollment Management is setting and fulfilling enrollment goals, recruiting, retaining, providing access and caring for students throughout their college career. This position serves as a member of the Office of Financial Aid staff which provides varying levels of support the Financial Aid Office, Scholarship Office and Associate Provost for Enrollment Management.  This position will serve as functional system support for the Office of Financial Aid. In addition to the Ellucian Banner Financial Aid Module, this position provides expertise in the validation, testing, usage, and optimization of business-critical technical systems and processes in Enrollment Management.  Helps to translate technical information to nontechnical people, and provide training when the need arises. Explores technical solutions to resolve functional inefficiencies within the Office of Financial Aid. |
| **Position Duties** | | **35% Systems Analysis and Development:** Serve as primary tier 2 support for administrative systems for the Financial Aid office (OFAS) including but not limited to: Banner, OnBase (Unity Forms), Appworx, Salesforce & Academic Works. Participate in the installation and testing of upgrades of systems. Responsible for developing testing plans and ensuring proper testing.  Create, track, test, and monitor work orders through ECS. Serve as primary support and subject matter expert for departmental management groups to identify and streamline business processes. Guides OFAS staff on best practices for maintaining data integrity through group and one on one trainings.  **15% Develop reports on an Ad Hoc and standing basis:**  Develop reports on an Ad Hoc and standing basis: Collaborate with Enrollment Management Information Technology (EMIT) staff, end users, and Enterprise Computing Services to develop reports for various Enrollment Management Units. Oversee the creation of compliance and office status reports for weekly review. Utilize available technologies to create dashboards and other information diagrams for unit leaders.  **15% End User Support:**  Assist end users in the Office of Financial Aid in troubleshooting administrative system issues. Consult with users in deployment of system modifications to determine appropriate action. Assist end users in developing an understanding of system processes to ensure that they continue to meet their needs and maintain compliance with Federal, State, & Institutional rules and regulations. Responsible for resolving help request tickets submitted by Financial Aid Office staff. Provide excellent customer service in working with stakeholders.  **15% Data Analysis:**  Develop and analyze reports for the forecasting of federal, state, & institutional funds. Utilize best practices in projecting fund usage to meet enrollment goals. Develop predictive data models to project enrollment, probability of financial aid acceptance, and other data sets as requested.  **10% Provide Support for Academic Works Scholarship Management system:** Collaborate with Associate Director and Assistant Director of Scholarship Programs as well as ECS to improve and better utilize functionality of Academic Works Scholarship System. Work closely with the OSU Foundation, Budget Office & ECS to streamline processes and functionality within systems.  **5% Documentation of Technical Processes:**  Develop & maintain technical process documentation for the Office of Financial Aid. Create and maintain both Standard Operation Procedures and Policy and Procedure manuals for technical processes. Explore available and emerging technologies for the delivery & maintenance documentation manuals.  **5% Other Duties as Assigned:**  Time spent attending meetings, participating in team decision making, implementing solutions to team problems as well as assisting with other team functions. Consult with peers. |
| **Minimum Qualifications** | | This classification requires a basic foundation of knowledge and skills in systems analysis and related programming support functions generally obtained by a bachelor’s degree in computer science, or an equivalent amount of training and applied experience. |
| **Additional Required Qualifications** | | A demonstrable commitment to promoting and enhancing diversity.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. |
| **Preferred (Special) Qualifications** | | SQL or other database programming experience is required.  The employee needs to be knowledgeable in structured coding techniques, Oracle RDBMS, SQL, MSWindows.  Willing to work as a team member.  Knowledge of and ability to work with computer supported systems. Commitment to exceptional customer service.  Accurate, consistent attention to detail.  Familiarity with evolving technologies.  Superb analytical abilities.  Proven ability to work independently. |
| **Working Conditions / Work Schedule** | |  |
| **This position is deemed essential and the incumbent may be expected to report to work during inclement weather, emergency and other University work curtailments or closures.** | | No |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | | Yes |
| Posting Detail Information | | |
| **Posting Number** | P01631CT | |
| **Number of Vacancies** | 1 | |
| **Anticipated Appointment Begin Date** | 08/01/2018 | |
| **Anticipated Appointment End Date** |  | |
| **Posting Date** | 06/26/2018 | |
| **Full Consideration Date** |  | |
| **Closing Date** | 07/07/2018 | |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants | |
| **Special Instructions to Applicants** | Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. Posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions.  Typically, the starting salary is at the lower end of the salary range.  For additional information please contact: Laura Shimabuku at Laura.Shimabuku@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement. | |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

**Optional Documents**