Systems Analyst

[**Southeastern Louisiana University**](http://www.southeastern.edu/)

in Hammond, LA

[Apply on Institution's Website](https://www.higheredjobs.com/clickthru/redirect.cfm?JobCode=178950440)

Type: Full-Time  
Salary: compensation commensurate with experience and education  
Posted: 10/15/2024 (Reposted Job: Initially posted on 09/20/2024)  
Category: [Network/System Administrator](https://www.higheredjobs.com/admin/search.cfm?JobCat=173); [+1](javascript:;)

 Priority  Diversity

Southeastern Louisiana University's Department of Assistant Vice President of Administrative and Finance Systems invites applications for the position of Systems Analyst. This position is responsible for HRIS and Financials data administration, controls, processes, and programming. Manages HRIS, Financials, and Student support, integration, and lead projects and initiatives. Coordinates with IT for needed development, interfacing, database, and networking support.

REQUIRED QUALIFICATIONS

* Bachelor's degree from an accredited University by hire date
* ERP (HRIS or Financials or Student) Administration experience
* Must possess a valid Louisiana driver's license and the ability to successfully complete the Southeastern Driver Safety Course

PREFERRED QUALIFICATIONS

* Project or staff management experience
* Bachelor's degree or Master's degree in a Business related field or in Information Systems from an accredited University
* Higher Ed experience

DESIRED KNOWLEDGE, ABILITIES AND SKILLS

* Excellent communication (written and verbal), planning, organization, and administrative skills with an ability to communicate ideas in both technical and user-friendly language
* Ability to listen to client needs and formulate an overall analysis and project plan
* Ability to define and solve practical problems and create accurate, validated reporting for business decision making
* Able to prioritize and execute tasks in time-sensitive situations with a keen attention to detail
* Self-starter with exceptional ability to identify and solve problems
* Knowledge of applicable data privacy practices and laws
* Advanced knowledge of excel and other software commonly used in financial areas
* Demonstrate an uncompromising level of integrity and code of ethics, and maintain a high degree of confidentiality
* Must be committed to working with diversity

REQUIRED DOCUMENTS

* Cover Letter
* Resume/Vita
* Copies of Transcripts (Official transcripts will be required if hired)
* Names and contact information of 3 references

*Please Note:* Applications must be completed and submitted by 11:59 p.m. on the posting close date to ensure consideration.

How to Apply:

Click on the Apply button and complete an electronic application which can be used for this vacancy as well as future vacancies. Any required documents should be attached under the Resume/CV section of your application. If all required documents are not attached you will NOT be considered.

Applicants must be committed to working with diversity. Southeastern is an AA/ADA/EEO employer. Southeastern recruits, hires, and promotes without regard to race, sex, creed, disability, or national origin.