



Savannah State University Position Description – Systems Analyst

POSITION DESCRIPTION

Position Title: Systems Analyst FLSA Status: Exempt
Reports to: Dean of Enrollment Management
Department: Enrollment Management
Date Prepared: June 2003

BASIC FUNCTION

This position serves as liaison between Computer Service and Enrollment, training faculty, staff and students in the use of PAWS and the BANNER system, and networking with colleagues within the system in relation to implementing scripts, programs, processes and reports to enhance the usage of BANNER.

NATURE & SCOPE

Reporting to the Dean of Enrollment Management, this position serves as a key link from a system and technology standpoint between Enrollment Management and Computer Services.

This position is heavily focused on two systems, PAWS and BANNER, and works with faculty, staff and students helping them learn the systems and advising them on the use of the systems.

This position also plays an important role, working with others, to develop approaches and improvements that will enhance the usage of the systems.

Staying current with the technological changes is a challenge for the Systems Analyst, along with resolving system related problems in a timely manner, and working to achieve the enhancements identified and needed.

PRINCIPAL ACCOUNTABILITIES

- Maintains knowledge of software and processes available to increase the effectiveness of Enrollment Management.
- Produces analytical reports to VP Academic Affairs, Dean of Enrollment Management and other departments as needed.
- Electronically transmits SAT, Regents' and Compass test scores in BANNER system and updates Georgia requirements per results.
- Sends documentation and communication of test results, academic standing and policy violations to students.
- Processes students' enrollment via registration process.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree.

