

Position Announcement

JOB TITLE: Senior System and Information Analyst

The Mississippi Board of Trustees of the State Institutions of Higher Learning System Office seeks applications for the position of **Senior System and Information Analyst**. This position reports to the **Director of Strategic Research**. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 80,000 students. The System office is located in Jackson, Mississippi.

Job Summary

The incumbent of this position has a broad responsibility for the agency's MIS data function, including developing, enhancing, and maintaining information resources to facilitate strategic, data-driven decision making; works closely with a variety of internal constituents within the agency and external constituents at universities, community colleges, and other entities. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by the Director of Strategic Research. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prioritize and coordinate both development and maintenance activities associated with MIS applications.
- Responds to a variety of ad hoc data requests using SQL from internal and external constituents.
- Supports the maintenance and analysis of the IHL MIS Oracle database.
- Loads, edits, and audits data files submitted by constituent institutions to ensure the accuracy and integrity of data.
- Works with university data groups to reach consensus on data policy, database structures, data definitions, etc.
- Creates annual publications using Adobe InDesign.
- Updates and maintains data on Interactive Data Portal using Tableau.
- Manages the agency's two-tiered system of data edits, including a data edit portal that enables constituent institutions to perform self-edits on various data files
- Web application development and maintenance using ASP.Net and C#.
- Works closely with internal IT staff to ensure the effective operations of MIS technology, including the routine maintenance and backup of data servers.
- Serves as the statewide coordinator for federal IPEDS reporting, facilitating the federal data reporting of more than 32 postsecondary institutions across the state.
- Engages in professional development opportunities to further develop skills and knowledge in research, statistics, and information technology.
- Adheres to IHL and department policies, procedures, and regulations.
- Performs additional duties as necessary for the effective operation of the IHL Executive Office.

Qualifications

- Bachelor's degree from a four-year college or university is required in Computer Science, Information Systems, or related field; five to ten years related experience and/or training; or an equivalent combination of formal training and experience.
- Extensive work experience in an information technology area; experience in a higher education or business environment is preferred.
- Work experience with databases; experience with Oracle, SCT Banner, PeopleSoft or similar database program is preferred.
- Intermediate-to-advanced level skills in SQL programming and/or experience using SQL query software such as Toad.
- Intermediate level skills in web application development and maintenance using ASP.Net and C#.
- Some familiarity with Adobe InDesign publishing software and Tableau analytics software is helpful.
- Some familiarity with Unix programming is helpful.
- Advanced level skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

- Demonstrated interpersonal skills involving data analysis, including customer service, analytical thinking, active-listening and problem-solving.

Competencies

- Knowledge of current technological developments/trends in area of expertise.
- Skill in examining and re-engineering operations and procedures, recommending changes in policy, and developing and implementing new strategies and procedures.
- Strong interpersonal and communication skills and ability to work creatively and independently.
- Strong organizational and time-management skills with ability to respond positively to competing priorities and deadlines.
- Demonstrated interpersonal skills involving data analysis, including customer service, analytical thinking, active-listening and problem-solving.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Working Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers.

Physical requirements

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is also required to use hands to finger or grasp objects, tools, or controls, type, and reach with hands and arms. The employee must periodically lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Position type and expected hours of work

This is a full-time position. Days and hours of work are primarily Monday through Friday, 8:00 a.m. to 5:00 p.m.

Travel

Travel is limited and primarily local during the business day, although some out-of-the-area and overnight travel is required.

Application Requirements

Completed applications should include a current résumé and names, address, e-mail address, and phone numbers of three (3) professional references. Review of applications will begin immediately and will continue until the position is filled. Women and minorities are urged to apply. To apply for this position, submit an official [IHL Application for Employment](#), along with the documents noted above to the following address:

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

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

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.