Systems Specialist for Student Systems

Information Systems Office

Campus: Manhattan

Starting date: May 1, 2016

Job Summary: This is an experienced application developer that supports the Student Records module of K-State’s PeopleSoft Campus Solutions ERP application (KSIS). The position works closely with managers and end users in the Registrar’s Office to gather requirements, and analyzes, designs, and delivers technical solutions, including system modifications and extensions, specialized queries, and reports.

Qualifications:

Required

• Three years’ experience in systems analysis, designing, coding, testing, and maintaining enterprise software applications
• One year’s experience writing SQL
• Demonstrated ability with relational database management systems (e.g., Oracle, MySQL)
• Demonstrated ability to solicit requirements from end users and translate requirements into technical specifications
• Ability to work effectively as part of a team
• Ability to balance multiple tasks and priorities

Preferred

• Bachelor’s Degree
• Experience with student information systems
• Experience with PeopleSoft ERP PeopleTools
• Background in object-oriented programming
• Experience working in a higher education environment

Responsibilities:

Analysis and Design

• Responsible for analysis and design of the Student Records module of K-State’s student information system (KSIS).
• Works with management and end users in the Registrar’s Office and other offices as requested to gather requirements, analyze, design, and develop technical solutions, including modifications and extensions, specialized queries, and reports.
• Analyzes the impact and develops strategies for applying PeopleSoft bundles, upgrades, fixes, and patches.
• Analyzes the feasibility and impact of modifications and system enhancements.
• Researches and resolves production issues.
• Regularly participates in team meetings.

Programming

• Develops and tests existing programs, writes new programs, queries, and reports.
• Enhances existing code and writes new programs or reports per project specifications.
• Documents program changes and technical reference materials.
• Assists with developing end-user testing scenarios.
• Migrates programming changes through development and test environments.
• Coordinates production moves with senior developers.
• Adheres to application development policies and procedures.

Production Support

• Investigates and troubleshoots production issues.
• Answers technical questions and addresses issues related to system operation.
• Reports, coordinates, and resolves application problems in cooperation with functional and technical staff as appropriate.
• Documents the resolution of problems.

Consulting/Training

• Provides expert technical advice and consulting to end users and other technical staff.
• Shares knowledge with other programmer/analysts on system changes, vendor applications, programming languages, developer tools, and technical environment.

Professional Development

• Attends meetings, conferences, and training sessions to increase knowledge and maintain currency in the profession.

Total Rewards:

This position is a regular, 12-month, full time, benefits eligible position reporting to the Information Systems Supervisor for Student Systems. Salary is $57,000 - $62,000, and includes a comprehensive benefit package with health, dental, vision, and life insurance; paid leave; retirement plan; and tuition assistance. Refer to the benefits summary (http://www.k-state.edu/hr/current-employees/benefits/summary.html) for additional information.

How to Apply:

Applicants must submit

1. A cover letter reflecting how skills meet the requirements of the position
2. Resume
3. The names, phone numbers, and email addresses of at least three professional references


Screening begins immediately.

Applicants must be currently authorized to work in the United States at the time of employment.

Contact Information:

Questions may be directed to Viki Horan at vhoran@k-state.edu.

Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees. Background check required.