

# SIMPSON COLLEGE

## POSITION DESCRIPTION

Systems Analyst

Date of Opening: December 2020

### Summary

Simpson College is seeking a self-motivated full-time Systems Analyst to join the Information Technology department.

### Principal Duties

This position will support software and projects for the administrative offices of the college. The position includes managing vendor relationships, implementing software solutions, and providing a global perspective to offices and groups to enable effective decisions that support the overall mission of the college.

### Qualifications

- Bachelor's degree in Computer Science, Information Technology, or equivalent experience.
- Detailed knowledge of application development tools, techniques and methodologies.
- Strong systems analysis, design and organizational skills.
- Dedicated commitment to providing excellent customer service, which includes demonstrated written and oral communication skills.
- Proven project management skills.
- Administrative experience with SharePoint portal management, MS SQL query and report writing, or comparable software.
- Understands the usage and management of the student information system/ERP and works to increase the effectiveness of those systems.
- Ability to manage multiple concurrent projects efficiently.
- Ability to evaluate business requirements and identify appropriate software solutions.

Additional Desired Skills:

- Familiar with Ellucian Colleague Studio development.
- Account creation and management experience.
- Experience working in higher education.

Simpson College is a four-year private college based in the liberal arts and sciences and is affiliated with the United Methodist Church. The main campus is 12 miles from Iowa's capital city of Des Moines. To learn more about Simpson College, please visit: [www.simpson.edu](http://www.simpson.edu).

### To Apply

To apply, please send a cover letter, resume, name, and contact information for three professional references to Human Resources at [employment@simpson.edu](mailto:employment@simpson.edu). Review of applications will begin immediately and will continue until the position is filled.

It is the policy and practice of Simpson College to provide equal educational and employment opportunities for all. We specifically encourage applications from women, minorities, veterans, persons with disabilities and individuals who are bilingual (Spanish) to apply. [The entire Notice of Non-Discrimination can be found here](#). Employment will require a criminal background check, which may include, but is not limited to, criminal history, national sex offender search, and motor vehicle history.