University of Wisconsin-Superior  
Position Description  
Applications System Analyst  
Technology Services

Working Title: Applications Systems Analyst  
Hayes Hill Title/Level: Systems Programmer (Associate, No-Prefix, Senior)  
Position Reports to: Chief Information Officer (CIO)

POSITION SUMMARY: Under the general supervision of the CIO, the Applications System Analyst is responsible for supporting software used by the University. Duties include but are not limited to systems analysis, project planning and management, software design and development, design and implementation of integrations, development of documentation, functional user instruction, software maintenance and upgrades, and use of IS application software and tools.

This position will provide primary technical support for the student information system. Secondary support is provided for all other campus software applications.

Applications Systems Support

- Provide applications support for student information system
- Maintain working knowledge of customer business processes
- Ensure that inquiries and requests from users are adequately addressed
- Keep users and management team informed of progress and project status
- Assist with installation and testing of upgrades and patches to student information system
- Provide backup application support for other systems

Applications Systems Development

- Clarify objectives and develop requirements based on business needs.
- Analyze requirements and draft high-level technical designs
- Understand business impacts of proposed solutions
- Assist with identifying advantages of proposed solutions
- Design, develop, test and implement software solutions following standards and procedures
- Provide customer assistance and training
- Prepare detailed technical specifications and operations documentation

Project Leadership

- Assist with the development of projects
- Assist in the communication to project team members, management and impacted staff
- Coordinate projects with other affected units of the University and external agencies.
- Help direct the activities of other Technology Services staff assigned to the project

Other Duties

- Assist with the training and development
- Assist management with the recruitment of staff
- Serve on task forces and committees, participate as needed in meetings
- Supervise student interns
- Learn and understand new technologies
- Other duties as assigned
- Complete required trainings and professional development as assigned
Knowledge, Skills, And Abilities:

- Ability to collaborate with peers, customer and other stakeholders
- Expert knowledge of applications/software programming development
- Knowledge and experience in applying vendor patches and upgrades
- Knowledge with server/network environments
- Knowledge with Windows-family operating systems
- Knowledge of web technologies
- Ability to communicate effectively with a diverse population
- Ability to learn new technologies.

Required Qualifications:

Bachelor's Degree in Computer Information Systems or related field
OR two years’ experience in related field

Desired Qualifications:

- Experience using relational database tools
- Experience with enterprise-wide information systems or Student Information Systems
- Experience with BPLogix or other workflow application
- Experience with ImageNow or other imaging software
- Bachelor’s degree in Computer Science or a related degree
- Experience with Sharepoint