



Job Title: Senior Analyst Student Administration
Job ID: 499062
Full/Part Time: Full Time
Regular/Temporary: Regular
Job Code: 0400 Analyst / Programmer
Job Grade: Expert
Salary From: \$6,249 **Salary To:** \$12,100 If applicable
Department: IT Adm App Development - 8280

Major Duties

Under the general direction of the Director, Enterprise Application Development, the Senior Analyst Student Administration provides overall leadership, project management, strategic direction, analysis, high level technical support and consultation to the managers and staff of the administrative and academic departments that utilize the various student record systems (including but not limited to Student Information Systems [SIS], student-focused Customer Relationship Management [CRM] systems, student application systems, etc.) and the systems they integrate with. The incumbent consults with area managers and staff, to recommend changes to business processes to make more effective and efficient use of software/technology and develops detailed project plans for the implementation of upgrades and enhancements to the software.

- Provides project support and detailed project plans for upgrades that affect student record systems.
- Is the primary point of contact for groups, directors, and teams across campus and is responsible for organizing the various stages of projects for all involved parties.
- Coordinates and communicates the activities of the CSU Chancellor's Office Common Management System (CMS) in addition to outside consultants as they pertain to the campus student records systems.
- Collaborates with other CSU campuses and CSU-wide groups on strategizing projects with an emphasis on best practices and coordination with on-campus stakeholders.
- Performs other duties as assigned.

Qualifications

- Equivalent to graduation from an accredited four-year college or university in a job-related field.
- Five years of full-time, progressively responsible field-related experience, including one year of project management, team leadership, systems implementation and PeopleSoft development.
- Project implementation and project management experience, preferred.

Knowledge, Skills, & Abilities

- Extensive knowledge of general analytical methods and techniques, as well as specific detailed knowledge and experience with the Enrollment Management portions of the PeopleSoft Campus Solutions module.
- Good communication and programming skills including SQL, SQR, PeopleCode, Application Engine, and PS Query.
- Ability to examine logs and investigate the root causes of errors therein.
- Knowledge of student-focused Customer Relationship Management [CRM] systems and the CSUN-specific SOLAR instances, preferred.

Pay, Benefits, & Work Schedule

The university offers an excellent benefits package, including but not limited to; medical, dental, vision, retirement & savings, tuition waiver and more.

The salary range for this classification is: \$6,249 - \$12,100 per month.

The anticipated HIRING RANGE: \$6,249 - \$9,900, dependent upon qualifications and experience.

HOURS: Full-Time; 40 hours per week; Monday through Friday.

REG: This is a Regular position with a one-year probationary period.

General Information

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

How to Apply

Candidates should apply by completing the CSUN on-line application utilizing http://bit.ly/HR_CSUN link and must attach a cover letter that addresses the qualifications above and a current resume, including names of three professional references. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Initial review begins February 24, 2021 and will be considered in the initial review and review will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below:

<http://www.csun.edu/careers/>

Equal Employment Opportunity

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.

(02/12/21)