Job Title: Analyst/Developer - Student Administrative Systems

Job ID: 7367

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Code: 0400 Analyst/Programmer - 12

Job Grade: Career

Salary From: $4,372 Salary To: $9,877

Department: IT Adm App Development - 8280

Major Duties
Under the general direction of the Director, Enterprise Application Services, the Analyst/Developer - Student Administrative Systems provides guidance, project management, analysis, high level technical support and consultation to the managers and staff of the administrative departments that utilize Financial Aid, Admissions, and other student applications. The incumbent works in consultation with administrative department managers and staff to recommend changes to business processes to make more effective and efficient use of Oracle PeopleSoft Campus Solutions modules and develop detailed project plans for the implementation of upgrades and enhancements; prepares or approves detailed specifications for approved modifications; reviews and evaluates testing results for completeness and accuracy; manages the System Development Life Cycle of modifications and enhancements to the Financial Aid and Admissions Systems; develops modifications and new functionality utilizing but not limited to PeopleSoft Toolset; develops, documents, and executes test strategies and test plans; reviews user documentation produced in support of the Financial Aid and Admissions applications; and performs other duties as assigned.

Qualifications
Equivalent to graduation from an accredited four-year college or university in a related field. Certification training and applied experience may be substituted for the required education, on a year-for-year basis up to two years. Three years of full-time experience with programming in PeopleTools, PeopleCode, Application Engine, SQR, and Query.

Knowledge, Skills, & Abilities
Thorough knowledge of: programming and testing methods and techniques for software applications. Knowledge of general analytical methods and techniques, as well as specific detailed knowledge and experience with the Oracle PeopleSoft Financial Aid and Admissions modules. Thorough knowledge of PC/MAC based web browsers and related tools. Ability and specialized skills to: analyze problems; propose effective solutions; understand functional and procedural requirements; analyze problems and propose effective solution; understand functional and procedural requirements and develop alternative solutions; relate solutions to management, technical staff, and users; communicate effectively both orally and in writing; establish and maintain effective working relationships with others; make presentations; conduct meetings; provide user training; and prepare programming and user documentation. Good communication skills needed for meetings and other discussions with end users to gather and synthesize requirements.

Pay, Benefits, & Work Schedule
The university offers an excellent benefits package.

The RANGE: $6000- $8500, dependent upon qualifications and experience.
Anticipated HIRING HOURS: Full Time; 40 hours per week; 8:00am - 5:00pm, Monday through Friday; will include some evenings and weekends.

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.

The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

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 28, 2018, and 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.

(2/15/18)