Internal Applicants Only

POSITION: Applications Analyst II- Information Services/ Business Services Division

STARTING SALARY: Salary will be commensurate with experience. (Class AJ07/Slot0004/Band06). Position # 129495

MINIMUM TRAINING AND EXPERIENCE: A bachelor's degree in computer science or management information science or related field; or an associate degree in computer science, computer technology, or information technology and one (1) year experience in computer programming or computer system development and modification; or a high school diploma and five (5) years experience in computer programming or computer system development.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of computer system analysis, design, testing, debugging, and maintenance practices. Ability to develop automated reports for data retrieval and analysis with report-writing programs and integrations with MS products. Working knowledge or experience in Microsoft SQL, Excel, and Access, and experience with business reporting software systems. Experience managing, planning and directing information systems business processes. Ability to work collaboratively with others to identify and minimize risk while maximizing efficiency. Strong communication, business process documentation and application expertise.

SPECIFIC DUTIES

1. Serve as a technical subject matter between Enrollment Services and Information Services serving as the point person/analyst for Enrollment Services projects and applications.

2. Installation, configuration, and implementation of new software applications.

3. Collaborates with coworkers and other faculty to determine and suggest appropriate software to accomplish intended goals or meet the needs of users (SoftDocs eForms, Doc eView, Astra Scheduling software system, etc.) Maintains business process and technical documentation necessary to make the assigned systems operational and efficient.

4. Consults with customers and vendors to develop new capabilities, improve existing functions, and address issues.

5. Performs other related duties as required to meet the College’s goals.

To apply, please complete an on-line employment application at www.yorktech.edu/hr or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until September 7, 2015.

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