

Information Systems Analyst

North Central State College is accepting applications for a full-time Information Systems Analyst.

Essential duties/responsibilities include but are not limited to the following:

Information Systems Support, Analysis, and Reporting

- Support operations and processes relating to mission critical enterprise applications including planning, development, installation, testing and maintenance of all enterprise information systems
- Support enterprise systems operations by responding to technical support requests and working with end users and vendors to find solutions
- Support the translation of business needs into information systems solutions by regularly consulting with end users.
- Support the planning, assessment, reporting, and decision-making processes of the institution by providing data and information that is accurate, timely and accessible
- Ensure data integrity within enterprise systems by developing, implementing, and monitoring effective and efficient data management and reporting processes
- Support information systems security to ensure only authorized and necessary access to College systems and data in order to mitigate risk and protect critical and sensitive information
- Evaluate, refine and process data and information requests by analyzing and reporting data extracted and synthesized from a variety of complex data sources for both internal and external stakeholders
- Assist in the development and maintenance of reporting databases for campus-wide research, analysis and reporting needs
- Utilize SQL Server Management Studio (SSMS) to develop, maintain, and update queries, views, and reports against the College's information system database environments
- Create and publish reports and data visualizations utilizing a variety of data reporting, visualization, and business intelligence tools, including SQL Server Reporting Services (SSRS) and Tableau
- Develop and utilize various methods to continuously improve institutional data integrity and overall data quality including, but not limited to, data audit or validation queries and reports
- Coordinate with various campus offices including, but not limited to, Admissions, Advising, Student Records, Student Accounts, Financial Aid, and Academic Divisions to address institutional data integrity
- Perform other duties as assigned

Qualifications:

Education: Associate's degree in Management Information Systems, Computer Science, or Business Administration with substantial concentration of coursework in information systems science. Bachelor's preferred.

Experience: One to three years in a progressively responsible role in the area of Management Information Systems

Please express your interest in this position by submitting a letter of application and résumé to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 12/13/21 and until filled.