Summary:
The Technical Business Analyst position is responsible for supporting the needs of the Foundation/Development Office at Fort Lewis College by providing operational and technical support for their administrative software systems. Additional support includes but is not limited to report writing, training, and liaising between the functional department and the Information Technology department. This individual will apply proven communication, analytical, problem-solving, and project management skills to help maximize the benefit of IT system investments for the Advancement/Development Office. Anticipated start date: September 1, 2014.

The current Administrative Information Systems environment consists of:
- Ellucian Banner: Student, Financial Aid, Finance, HR, and Advancement
- Argos Report Writer
- Form Fusion
- Automic (formerly UC 4) Applications Manager automation platform
- Blackboard Analytics and Pyramid
- Blackboard Transact
- Touchnet

Required Qualifications:
- Bachelor’s Degree and one year of related work experience. Four years of closely related work experience may substitute for Bachelor’s Degree.
- Ability to analyze business and technical requirements, utilize project management skills, and prepare and present technical documentation in a user-friendly format
- Practical knowledge in the use of reporting software, spreadsheets, graphs, and flowcharts
- Working technical knowledge of SQL programming languages to accommodate reporting
- Excellent analytical and creative problem-solving skills
- Excellent listening, interpersonal, and oral communication skills
- Highly self-motivated and directed
- Able to exercise independent judgment and take action on it
- Ability to effectively prioritize and execute tasks while under pressure
- Experience working in a team-oriented, collaborative environment

Preferred Qualifications:
- Experience working in a non-profit organization supporting higher education (such as a Development Office) or experience with higher education (public or private sector) in general
- Working knowledge of technical project management
- Working knowledge of process improvement or process reengineering methods
- Experience developing and managing RFP processes
- Experience managing vendor relationships
Responsibilities:

System Analysis
- Collaborate in the planning, design, development, and deployment of new applications and enhancements to existing applications
- Explore and test new functionality in existing software for the purpose of enhancing business processes. Present findings to functional staff for review and provide appropriate training.
- Configure software validation data and business rules to support new or unused capabilities of the system
- Communicate process changes, enhancements, and modifications – verbally or through written documentation – to management, peers, staff, and other employees so that issues and solutions are understood
- Assist in conducting research on software and hardware products to support purchasing efforts
- Other duties as assigned

Report Writing & Ad Hoc Query
- Develop and maintain functional and technical knowledge of assigned application data and structure
- Develop a library of reports to support the functional area
- Provide guidance and assistance to other staff members in report writing and ad hoc queries
- Design and develop SQL-based reports and ad hoc queries as necessary

Project Management
- Plan and coordinate requests for proposals for new software products when necessary
- Function as the project manager on designated projects
- Develop and maintain a project charter on designated projects
- Develop, maintain, and communicate status of project plans
- Develop and maintain project issue and change logs
- Assist with project prioritization
- Facilitate and document post-project “Lessons Learned”

Training
- Design and develop written and on-line training materials for end users to support new or improved products or processes
- Assist functional areas in delivering training to appropriate end users for new or improved processes

Work Conditions:
- Typical 8AM to 5PM office environment
  - Not a remote/telecommute position
- May be required to work outside of typical hours to meet project deadlines or other technical responsibilities

Compensation:
- Salary of $48,000 with full benefits package
- Moving/relocation allowance
- Full-time, 12 month exempt-staff position
Application Process:
Electronically submit the following in PDF format:
1. A letter of interest that addresses the required qualifications and responsibilities
2. Resume
3. Contact information of three current, professional references

Email application materials (PDF format only) to:
Technical Business Analyst Search Committee
Alicia Hernandez, Chair
Email: Tech-Business-Analyst-Search@FortLewis.edu

Applications received by July 11, 2014 will receive full consideration.
The position will remain open until filled.
The successful candidate will be required to submit official transcripts and pass a background check.

Equal Opportunity:
Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. People from under-represented groups are encouraged to apply.

About Fort Lewis College and Durango:
Fort Lewis College is Colorado’s public liberal arts college, offering baccalaureate degree programs in the arts, humanities, social sciences and natural sciences as well as professional programs in applied sciences, teacher education, and business administration. The college has a diverse student body with an enrollment of about 4,000 from 46 states and 10 nations, 20% Native American, and 8% Hispano. The campus is located on a mesa top at the foothills of the San Juan Mountains as it converges with the desert Southwest. The College contributes directly to the cultural and economic vitality of the area. Durango is the hub of Southwestern Colorado, situated in a beautiful mountain valley with nearby peaks reaching 14,000+ feet. A mild four-season climate allows numerous opportunities for skiing, fishing, biking, golfing, etc. With an area population of 45,000, Durango is cosmopolitan for its size and is served by major airlines with direct connections to Denver, Phoenix, and Dallas. It is 3.5 hours driving distance from Albuquerque, N.M.