***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **IT Enterprise Application Analyst, Lead**

Job Family: Information Technology Sub Family: IT - Enterprise Analysis

**Job Summary:**

The Lead Enterprise Application Analyst has responsibility for all aspects of design, configuration and implementation of enterprise-wide application software solutions for one or more business functions of the campus. Manages complex projects involving Enterprise Resource Planning (ERP) systems that require an in-depth understanding of the application functionality, configuration options, processes and data flow, the ability to use a variety of complex techniques and tools, and an oversight of all tasks related to delivering a complete solution. Collaborates with upper level managers in providing leadership and ensuring quality deliverables for the campus as well as on-going support and maintenance.

**Essential Functions:**

* Independently analyzes ERP software applications and evaluates campus requirements against available solutions.
* Independently translates business requirements into functional designs including system configuration and processing requirements
* Communicates and coordinates with other team members to ensure project goals are met.
* Acts as an applications expert for development team, central office and campus functional staff for most application modules.
* Documents and manages application issues and resolutions
* Leads and trains other staff associated with enterprise-wide application implementation and support tasks.
* Leads meetings and facilitates discussions with technical staff, functional staff and campus community to troubleshoot issues and design and implement resolutions.
* Acts as a liaison between end users and technical team to address issues and recommend solutions.
* Pro-actively identifies system issues and works closely with technical staff to maximize function and effectiveness of enterprise applications.
* Identifies system inefficiencies and recommends effective solutions.
* Ensures documentation, functional and technical specifications are up-to-date.
* Develops and manages testing strategies, leveraging contemporary tools and technologies.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Business, Human Resources, Finance, Information Technology, Computer Science, or a related field to application.

Experience: Five (5) years experience in a functional area that required the use of ERP software packages (e.g. PeopleSoft/Oracle, Banner, etc.), or other enterprise wide application software (e.g. COEUS, Maximus ERS). Extensive experience with all aspects of software development and analysis.

Supervisory:

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E0770H

SOC Code: 151132 IPEDS: Computer

EEO6 Code: Professional State Code: 9749502

USM eCode: E3007J AAP Code: 3A