***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**

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

**Job Summary:**

Design, configure, test, and assist in the implementation of functional aspects of enterprise-wide application software solutions. Requires the ability to assess current campus business practices, analyze and understand ERP software applications and develop solutions to implement best practices for campus business functions. This may entail drafting new business processes and/or developing functional specifications for enhancements to the enterprise-wide application software. Typical duties also include acting as a liaison to campus community, monitoring critical business activities, troubleshooting and resolving issues and escalating complex matters to the appropriate project resources.

**Essential Functions:**

* Design, configure, test, and maintain enterprise-wide software application business functions.
* Assess business practices and requirements and analyzes ERP software applications to evaluate available solutions.
* Act as a liaison between end users and technical team to address issues and recommend solutions.
* Provide functional support of the production ERP application by working directly with campus users.
* Gather business requirements from users and creates functional designs to enhance functionality of the EPR application online pages, batch processes and/or reports.
* Assist in the design and development of new business processes by applying knowledge of ERP application functionality in conjunction with understanding of organization-specific needs.
* Create and execute test plans, evaluates results and documents new features for system enhancements.
* Assist in setting up and maintaining application security for campus community.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Information Technology, Computer Science, Systems Administration, Computer Engineering or a related field to application.

Experience: Two (2) years of 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). This may include working as user of an ERP/enterprise wide application system, or providing functional support to other users of ERP/enterprise-wide administrative systems.

Supervisory:

Licensure/Certification:

Other: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**Knowledge, Skills, and Abilities**

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

Job Code: E0768F

SOC Code: 151132 IPEDS: Computer

EEO6 Code: Professional State Code: 9749502

USM eCode: E40076 AAP Code: 3A