

Position Description

Title:	IT Business Analyst and Applications Developer
Department:	Information Technology
Reports To:	Assistant Vice President for IT/Chief Information Officer
Supervises:	n/a
Internal Contacts:	Staff, Faculty, and Students
External Contacts:	Vendors
Incumbent:	n/a
Employment Status:	Full-time; Exempt
Start Date:	ASAP

Domains:

- Serves as the institution's data expert across all institutional applications.
- Works with departments, vendors, and IT teams to manage and develop data integration between institutional applications to ensure consistency of data across the ERP system and other applications, both internally hosted and cloud-based.
- Works with institutional management and other stakeholders to gather, understand, standardize, optimize, and document institutional processes and project requirements.
- Develops and maintains data mappings/rules between business applications, business data, and interfaces.
- Reviews all existing institutional reports and dashboards, and collaborates with end users to centralize, consolidate, and simplify institutional reporting needs to enable faster and more accurate reporting capabilities.
- Defines and implements applications/database solutions to manage how data will be stored, consumed, integrated, and managed across the enterprise by different institutional applications and users.
- Collaborates and works with end users to ensure that data and reports meet their business needs.
- Provides training to end users to enable them to perform data analysis.
- Develops (and maintains) databases, applications, programs, and procedures necessary to integrate existing legacy applications and/or implement new systems and applications.
- Adheres to data security policies & best practices.

Job Requirements:

- 3+ years experience and expert knowledge working with an ERP/SIS (Student Information System) solution in a higher education setting. Jenzabar EX and Infomaker (SQL reporting tool) or equivalent, preferred.
- Expertise with technical aspects of ERP/SIS database administration.
- Vendor relationship management with ERP (Jenzabar) and other application vendors.
- Intermediate to advanced level knowledge and experience with database design, creation, and maintenance using some or all of the following database technologies: SQL Server, Microsoft Access, Visual Basic, and VB.NET.

- Intermediate to advanced level knowledge and experience with some or all of the following programming languages: Java, ASP, ASP.NET, Visual Basic, VB.NET, HTML, XML, JavaScript, and CSS. Familiarity with WordPress and DotNetNuke is a plus.
- Intermediate to advanced level knowledge and experience with software engineering, system engineering, application development lifecycle and tools, including requirements development, requirements management, design/modeling, implementation, testing, deployment, configuration management, and software sustainment.
- Demonstrated ability to develop software solutions and reports to business problems with a high degree of accuracy, and to develop system and software architecture frameworks when needed.
- Experience coordinating with project stakeholders to ensure developed software solutions align with stakeholder needs and expectations.
- Disciplined approach to documenting all work products.
- Experience and knowledge of productivity software, including: Excel, Powerpoint, Outlook, Word, and Windows.
- Experience working in a higher education environment a plus.

Skills:

- Ability to partner effectively with senior managers and end users to troubleshoot problems and develop solutions.
- Ability to work independently on multiple concurrent projects and tasks, and in a fast-paced environment.
- Strong customer service and problem-solving skills.
- Ability to assist end users with process flows and training.
- Excellent interpersonal, listening, oral, and written communication skills.
- Resourcefulness, patience, a passion for technology, and a strong desire to help others.
- Strong attention to detail.

Education and Experience:

Bachelor of Science degree and 5 years of related IT experience or equivalent.

Contact Information:

Send letter of application and résumé including three references to: it-jobs@msmny.edu .
No phone calls, please.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.