



## **Systems Analyst**

Franklin College is accepting applications for the position of Systems Analyst. The Systems Analyst position is a strategic role that serves as the functional subject matter expert for the college's mission critical software systems. This role will work closely with various departments to support all regulatory, compliance and strategic initiatives to ensure that offices and software systems are working optimally and meeting the needs of the business. The focus of this role will be on ensuring that software systems are available and secure on a day-to-day basis, while also ensuring that our software system strategies across campus align with the institutional strategic goals.

### **RESPONSIBILITIES**

- Work closely with all areas of the campus to understand their business processes and assist with solutions that will increase performance and enable them to work more efficiently;
- Support and maintain all aspects of our critical software systems including, but not limited to, our student ERP, financial aid, and accounting systems;
- Maintain and execute a regular upgrade and maintenance schedule for all software systems to ensure all systems are up to date, secure and within recommended support best practices;
- Work with Database Administrator and Data Analysts to ensure data governance policies are being met across all systems;
- Provide high quality technical support on an as needed basis to all faculty, staff, and students;
- Follow and abide by all safety rules and regulations;
- Regular attendance and timeliness;
- Other duties as needed or assigned.

### **QUALIFICATIONS**

- Bachelor's degree in computer science or a specific related field;
- 2-5 years' experience with managing customer and vendor relationships required;
- 2-5 years' experience with IT related projects is strongly recommended.

### **Required KSA's:**

- Excellent written and verbal communication skills;
- Excellent analytical, logical thinking and problem-solving skills;
- Thorough understanding of project management principles;
- Understanding of enterprise computer systems in a server client architecture;
- Basic understanding of software and database relationships;
- Ability to lead and work with a team;
- General understanding of IT procedures and practices;
- Ability to adapt to quickly changing environments;
- Excellent organizational and multitasking skills;
- Knowledgeable of general office procedures.



## **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume, and contact information for three professional references via the application link [Franklin College Staff Application](#).

Contact Human Resources with additional questions.

Franklin College  
101 Branigin Blvd.  
Franklin, IN 46131  
[humanresources@FranklinCollege.edu](mailto:humanresources@FranklinCollege.edu)

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.