

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

**Systems Analyst 3**  
**Office of Information Technology**  
**Regular Full-Time Position**  
**Position Number 372000**

**General Description**

The Systems Analyst 3 is under the general supervision of the Manager of Analysis and Programming and is responsible, at the request of other University offices, for analyzing functions to be performed and determining if computer-based solutions are appropriate. Where a computer-based solution is indicated, the incumbent works with appropriate office personnel to design a computerized system to facilitate the function, oversees programming and provides leadership to implement the system. On-going support locally developed as well as vendor-supplied systems is provided for the life of the system.

**Primary Duties and Responsibilities**

- Development and implementation in a relational database environment.
- Integrate third party systems with the ERP system.
- Provide support for ERP system and related external systems.
- Assist in ensuring data integrity and security.
- Install patches and upgrades as needed; coordinate and advise systems and database support personnel with each installation.
- Design, test and implement computer information systems and programs to enhance and support administrative business functions for the University.
- Develop understandable documentation for office personnel and write instructions for user offices.
- Determine feasibility of programming requests.
- Assist operations staff with resolutions to runtime problems.
- Serve as liaison between user departments and the Tennessee Board of Regents (TBR) for TBR-supplied reports.
- Consult with customers on programming issues and problems.
- Supervise the programming of programming staff.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, Access, etc.) and SungardHE Banner.
- Extensive knowledge of Unix, C, PL/SQL, HTML, ASP and Java.
- Knowledge of relational databases (Oracle, SQL Server, MySQL).
- Knowledge of SungardHE Banner.
- Knowledge of higher education administrative business practices.
- Knowledge of general web server and network performance, security, etc.
- Ability to design, organize and install computer programs and systems.
- Ability to organize large projects into workable phases.
- Ability to meet deadlines.
- Ability to analyze project assignments and application requests.
- Ability to learn new computer languages, operating systems and software quickly.
- Ability to maintain accuracy in dealing with a large volume of detail.
- Ability to communicate effectively and appropriately.
- Ability to maintain strict confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to work outside of normal working hours to resolve emergency situations.

### **Essential Functions Continued**

- Ability to prioritize and perform multiple tasks simultaneously.
- Ability to think clearly, creatively and logically.
- Ability to supervise and check the programming of others.

### **Required Minimum Qualifications**

- Bachelor's degree in computer science, computer information systems or related field.
- Five years of successful, full-time employment as a programmer, analyst or equivalent.
- Advanced knowledge and skill in the use of SQL for data retrieval, data manipulation and the creation/modification of database objects.
- Advanced knowledge and skill in the design, coding, documentation, testing and debugging of computer programs, high-level programming languages (C/C++, Java, PL/SQL), report generation tools/languages and operating systems languages such as Unix.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Familiarity with SungardHE software, Oracle applications development tool and HTML.
- Work experience in higher education administrative programming.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**