SYSTEMS ANALYST

The University of Arkansas at Pine Bluff is accepting applications for the position of **Systems Analyst.** The **Systems Analyst** serves as System manager for technical operations and is responsible for the implementation, modification and maintenance of the software system for the Office of Student Financial Services which includes Financial Aid, Student Accounts and Loan Collections. Duties include system set-up, upgrades, and maintenance; completion of federal state, and institutional reports; websites development and maintenance; training staff for system use; development and maintenance of technical policies and procedures; serves as processer and other duties assigned. **MINIMUM QUALIFICATIONS:** The formal equivalent of a bachelor's degree with a major in computer science or related field plus three years of experience in computer programming or related area including one year in systems analysis. **Preferred Qualifications:** Experience with Ellucian (formerly Datatel) software; financial aid and/or student accounts experience; experience editing and designing web pages; excellent organizational skills and attention to detail; proven ability to interact positively with students and staff; and the ability to meet deadlines and work successfully under time constraints and pressure.

***Subject to background check and substance abuse testing*.**

SALARY: Grade – C122 State Classification System

Application Process: Submit an application and resume with name, address and telephone numbers of three references to:

Human Resources
University of Arkansas at Pine Bluff
1200 N. University Dr., Mail Slot #4942
Pine Bluff, Arkansas 71601

Deadline: Open until suitable candidate is found.

Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.
Applications may be picked up from UAPB Human Resources Office, Room 312 Administration Building. State Applications from the Department of Workforce Services are accepted.

"UAPB is an Equal Employment/Affirmative Action Employer and full participation by Women and Minority Groups is encouraged."
E-Verify Employer