

SYSTEMS ANALYST

The University of Arkansas at Pine Bluff is accepting applications for the position of **System Analyst**. The **System Analyst** serves as both System manager and Assistant Director of Student Financial Services and is responsible for senior level analysis, programming, development, maintenances and implementation of all technical/systems operations for the Office of Student Financial Services which includes Financial Aid, Student Accounts and Loan Collections. Duties include testing and troubleshooting various computer applications as well as assessing technologies and technical strategies, maintain websites, research, and quality control. Training and supervision of staff required. This position works closely with and reports to the Director of Student Financial Services assisting with day to day operational issues in accordance with federal, state and institutional rules and regulations. **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:** A minimum of three years of Financial Aid experience administering Title IV aid programs; extensive experience with the Datatel Financial Aid and Student Account modules; experience in accounting or accounts receivable; 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 times constraints and pressure.

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 FOR APPLICATIONS: 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."