Job Title:	MIS Analyst	**Job Code:**	T43911
Job Function:	Staff	**Grade:**	219
Job Family:	Classified	**FLSA:**	Non-Exempt
SOC Description:	3000 Information Technology Division	**Date:**	1/1/04;7/11/00

Job Summary:

Use computer applications to provide reliable data to the campus community, external individuals and organizations. Perform computer programming duties and provide technical assistance while maintaining the University's Information Systems.

Essential Functions:

44% Make recommendations for procedural or system changes and determine the impact of changes on business processes through prototyping. Design, code and implement new computer programs and prepare detailed programming specifications.

18% Evaluate the data and survey requirements of the University and collaborate with specific departments to design processes that will meet their needs. Collect and distribute data to departments to provide assistance in their decision making process. Provide access to student information through the use of the Internet.

16% Maintain the existing computer programs, applications, and program documentation to promote compliance with department standards. Manage computer files and the information system operations while providing guidance and training to computer programmers.

10% Investigate system difficulties and identify the nature and scope of computer problems for the purpose of determining and implementing effective solutions.

8% Provide technical assistance to the campus community while responding to inquiries from external users and managing requests for data and general information.

4% Maintain and apply knowledge of new computer technology for the purpose of initiating advanced system installation and integrating diverse technology.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in computer programming and application development. Strong computer skills and familiarity with several programming languages and university databases required. Strong problem solving, communication and technical writing skills required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.