**Senior Computing Analyst**  
**Information Technology**

**Position Summary:**  
The Senior Computing Analyst works with users and other technical and programming staff to provide excellent administrative computing support for various departments on campus. The SCA is primarily responsible for supporting the Ellucian Colleague ERP system (in addition to supporting other enterprise applications), analyzing business processes, developing and assisting in implementation of new application systems and procedures, training administrative software users, and supporting users in database manipulation and reporting.

**Qualifications:**  
Requirements include: a minimum of a Bachelor’s degree plus 5 years of experience (or an AA degree plus 10 years of experience) with administrative computer application development and support, preferably at a college or university; experience in UniBasic programming in Envision and Colleague Studio, .Net, and SQL programming, HTML, CSS; excellent oral and written communications skills and interpersonal skills. The ability to:  
work well with others in a team setting, multi-task, understand administrative processes, understand database schemas and design, learn new computer tools, learn on the job, work well with end users, take initiative, exhibit flexibility and accept challenges also required.  
Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations.

**Responsibilities:**

1. Provide techno-functional application user support services to Records, Admissions, HR, Payroll, and Business Office departments  
   - Coordinate and lead users and application vendors on software deployment and implementation efforts  
   - Leverage full use of the Colleague ERP Core, Student, Finance (Accounting), HR, Reporting modules  
   - Provide support for data integration (for example to/from Microsoft Access, Excel, and between other third party applications)  
   - Assist users to understand and document current procedures, processes, and needs  
   - Propose policy, data and procedure changes  
   - Collaborate to recommend business process changes for greater effectiveness and efficiency  
   - Create and maintain all support and procedure documentation

2. Undertake Envision, Colleague Studio, and WebAdvisor Forms Custom Development and Data Integration support services  
   - Develop and maintain custom UniBasic code assets using Envision and Colleague Studio & Toolkit  
   - Develop and maintain SQL stored procedures and job script/views/programming assets
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- Create and ensure successful execution of data integrations and exchanges to and from third party environments using tools like Microsoft SSIS and dbAmp.
- Build data reporting environments and reporting tools

3. Administer Application Software Systems
   - Co-manage and Co-support all Colleague ERP and Colleague-dependent environments,
   - Manage Colleague Core, Student, HR, Finance module specific updates and implementations
   - Maintain and administer data and access security practices
   - Deploy and implement new module functionalities
   - Maintain and Create Colleague computed columns, data ETL ELF scripts, screens, and job processes
   - Ensure proper backup and restoration of data and workflow assets and processes
   - Document software, processes, and procedures

4. Provide leadership and support to utilize SAAS (Software As A Service) offerings in key service areas within the college.
   - Research potential new SAAS Solutions in key service areas
   - Serve on committees to review potential new SAAS Solutions and service and help make recommendations

5. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in word and deed.

5. Other duties as assigned

Reports To: Director of College Software