



Position Title: Part-Time Analyst

Job Code: 8130

Reports To: Director, Professional Development Program

Grade: HB

FLSA: Exempt

Job Description:

The Part-Time Analyst for College Business Affairs & Special Accounts is responsible for providing adhoc or system programs for personnel at the College with a focus on activity, management, and reconciliation of student accounts and associated financial activity.

Duties & Responsibilities:

- Analysis activity and development reports and programs and/or extracts to facilitate the reconciliation process.
- Works with the program manager to design or modify system programs for Business Affairs
- Collaborates with Business Affairs leadership to determine needs or identify unit/department needs; design appropriate programs and/or procedures, to facilitate timely reconciliations.
- Consults with individuals to assist them in taking appropriate actions as supervisors, managers, and leaders.
- Closely collaborates with others
- Consults with individuals to promote their effectiveness
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's Degree in Systems Development, Organization Development or related field and three (3) years training experience
- Must be skilled in program analysis and design, consultation and facilitation
- Must have knowledge of current leadership and supervisory/management development best practices
- Must be computer proficient
- Ability to establish and maintain good working relationships with administrators college-wide
- Ability to work effectively and respectfully in a multi-ethnic/multi-cultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name