Systems Analyst

Job Requirement:

- Utilizing Banner Financial Aid, MS Access, MS Excel, MS Word, and other software programs to include but not limited to data import and export activities, report writing, survey reporting and manage the flow of data within the Office of Financial Aid, VT.
- Download data files from web (NSDLS) and runs processes to load data into Banner.
- Experience working with relational data base, understand data model, facts, dimensions and reports.
- Resolve any correction and disbursement issues. Perform testing, check validity of data and support multiple loads processes.
- Generate letters and email messages to students regarding missing information, award notifications, satisfactory academic progress, communications meeting federal regulations and other communications as needed.
- Works collaboratively with Financial Aid and IT staff and other departments to resolve programmatic issues, implementation of Banner system enhancements, and establish production schedules.
- Verify that reports created and stored are correct and updated when Banner upgrades or modifications are made that affect data parameters in the reports.
- Write simple to complex SQL scripts and statements for Banner financial aid population selections and letter generation processes. Troubleshoot script failures. Analyze output and verify accuracy and integrity of the data in reports.
- Assist financial aid staff in gathering financial aid requirements in implementing for “new aid year setup”.
- Develops financial aid training materials and provides system training for users within the Financial Aid department.
- Create and maintain documentation through processes performed, updated, developed. Implemented and theorized.
- Plans, tests and implements system upgrades for computer information system; documents all aspects of upgrades and changes to business processes and procedures.
- Ability to communicate with all levels of functional and technical team's.
- Other related duties as assigned.

How to Apply:

Please apply online, applications cannot be accepted via e-mail.

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