

The University of Akron
Classification Specification

Job Title:	Sr MIS Analyst	Job Code:	T43912
Job Function:	Staff	Grade:	220
Job Family:	Classified	FLSA:	Exempt
SOC Description:	3000 Information Technology Division	Date:	1/1/04;7/11/00

Job Summary:

Support and maintain information systems, coordinates projects, and resolve system problems. Provide technical support to the campus community while guiding and supervising the work of computer programmers and other users.

Essential Functions:

28% Direct the design, coding, and implementation of new computer programs for specialized applications. Make recommendations regarding computer hardware and software that will increase the level of efficiency and improve methods of recordkeeping, reporting, scheduling, and calculating.

21% Coordinate project development and oversee the process of writing design specifications, procedures, and project plans. Provide overall technical support, supervise others, and report on the project progress.

18% Anticipate the information requirements of the University and uses computer applications to collect and distribute data to the campus community. Provide technical support to internal and external users while responding to inquiries regarding computer systems or the installation of software.

17% Maintain and update the existing computer services and program documentation to ensure compliance with department standards. Manage computer files and the information system operations while providing guidance to computer programmers.

8% Consult with internal and external users and software specialists to identify problems, resolve problem, and determine future system requirements. Evaluate office and computer processes and procedures to define and solve routine and complex problems.

8% Administer internal education courses and teach seminars to train users in running programs and retrieving reports. Prepare training manuals and establish policies and procedures for the department.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in mainframe data retrieval, computer programming, program analysis and design. Familiarity with several programming languages and highly developed computer skills including hardware, software, database, and web browser capabilities required. Project management, communication and technical writing skills required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

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.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.