JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

IT Systems Analyst I

Job Code: 10521

Salary Grade: 21

FLSA Status: Exempt

Job Family: Information Technology

Job Subfamily: IT Infrastructure

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Analyzes routine IT system issues and supports the development of application solutions under general supervision. Assists with system evaluation, testing, and technical documentation for assigned projects.

Job Responsibilities

1. Analyzes assigned IT system issues to identify flaws and inefficiencies.
2. Evaluates existing software, hardware, and systems against standard institutional requirements.
3. Creates technical documentation and user training materials for assigned systems.
4. Gathers system requirements from management and staff for assigned projects.
5. Monitors system performance and compiles reports on operational efficiencies.
9. Prepares cost-benefit analysis reports for proposed system upgrades.

Minimum Requirements

Required Education & Experience:

- Education: Bachelors Degree
- Experience: 0 years
- Will accept 4 years of directly related IT or technical experience in lieu of the Bachelor's degree, for a total of the stated experience plus 4 years.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Performs duties with a foundational working knowledge of routine work processes, tools, principles, theories, and concepts.
- Communication & Collaboration: Exchanges standard information with colleagues and immediate supervisor.
- Problem Solving: Recognizes and escalates unusual situations or problems.
- Autonomy: Receives direction on priorities, assignments, and approaches while developing professional judgment.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.
- May experience periods of elevated workload and competing deadlines.

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