

Systems Specialist

Job Code: 7283

Salary Grade: S07

FLSA Status: Exempt

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.

Duties and Responsibilities

Responsible for the creation, maintenance, improvement, and implementation of information systems.

- Implements new functionality, new data integration and modifications to department systems.
- Prepares test scenarios and new development or enhancement to existing system processes.
- Manages conversion/import of data and data integrity.
- Administers security settings and user access.
- Schedules system updates and upgrades.
- Serves as liaison between software vendors, IT, and department, troubleshooting and correcting problems as they arise.
- Research and implement systems administration solutions to make operations more efficient.
- Responsible for daily system maintenance and reporting.
- Conducts research on software and hardware products to justify recommendations on support purchasing efforts.
- Develops and maintains reports as needed, including scheduling and automated delivery.
- Assists with projects that require installation of new information systems, and configuration.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree.

Experience:

Required: None.

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Able to communicate well and build rapport quickly with students, faculty, and staff
- Able to accurately read and understand written materials and instructions
- Detail oriented for accuracy of data and information
- Highly organized and able to handle multiple projects and deadlines

Working Conditions

Physical:

Must be able to engage in repetitive motions. Ability to sit for short or extended periods of time.

Environment:

Standard office environment.

Printed Date: 08/22/2026