Staff Vacancy

POSITION: Financial Aid Systems Analyst
DEPARTMENT: Office of Student Financial Aid

RESPONSIBILITIES:
The University of Louisiana at Lafayette invites candidates for the position of Financial Aid Systems Analyst. Reporting to the Director of the Office of Student Financial Aid through the Associate Director, the Systems Analyst will:

- Assist in all areas of financial aid administration, including counseling of students and parents regarding the various financial aid programs.
- Assist in managing financial aid software to ensure full compliance in administering state and federal financial aid programs (Title IV) by serving as Assistant Systems Manager for OSFA.
- Duties include, but not limited to: daily use of an automated financial aid system, planning and presenting financial aid workshops and compiling data for various fiscal and statistical reports.

MAJOR DUTIES:
- Lead system analyst for the Scholarship Office
- Assist in the management and training of Financial Aid Office staff
- Communicate with the Office of Information Systems
- Perform analysis of complex systems related to financial aid programs for the OSFA
- Analyze and test new releases/enhancements and/or modifications of software for impact on operations
- General maintenance and/or troubleshooting of PC computers and software, laser printers and other related hardware
- Maintain and update the Financial Aid Web Page and Social Media

QUALIFICATIONS:
The Systems Analyst must possess minimum of a Bachelor’s degree, BSAT or MIS preferred major. Must be able to work with students, parents, university staff and faculty at all levels, and be available for limited travel. Financial Aid and/or Banner experience as well as Excel and Access knowledge preferred.

STARTING DATE: Negotiable, but as soon as possible

APPLICATIONS: Candidate review will begin March 14, 2015. Applicant should send a cover letter, resume’, and two letters of recommendation to:
Via email to knr1822@louisiana.edu.

or via USPS:

University of Louisiana at Lafayette
Qualification & Screening Committee
Attn: Chairperson
P.O. Box 41206
Lafayette, LA 70504-1206

**Application Deadline:** Preference will be given to applications submitted by the end of business on March 16. However, applications will be accepted until the position is filled.