



UNIVERSITY  
OF  
LOUISIANA  
L a f a y e t t e

# Staff Vacancy

**POSITION: Systems Specialist**

**EEO# AA 2-17**

**RESPONSIBILITIES:**

The Systems Specialist is an unclassified position reporting to the University Registrar. The Systems Specialist is responsible for providing technical support to various operations within the Registrar's Office.

In this role the Systems Specialist is responsible for:

- Providing technical support to various operations within the Registrar's Office, including but not limited to: registration, graduation, transcript production, records management, enrollment reporting, and degree audit
- Utilizing technology to continue to enhance office procedures and coordinate implementation, automation, maintenance, and reinvention of existing processes
- Serving as the primary ERP functional specialist for the student module of the campus ERP system (Banner)
- Managing updates to the Banner system related to the Registrar's Office
- Conducting training on the student module of Banner
- Creating and maintaining various quality control reports from Banner utilizing Cognos
- Working with personnel from various offices, including but not limited to, Registrar's Office, Information Technology Services, Institutional Research, and the Office of Admissions to ensure the effective and efficient operation of the Banner system and other technology tools
- Working with personnel from various offices to troubleshoot any issues related to the student module of the Banner system.
- Assisting the Registrar in continuing to identify strategies for enhancing the effectiveness and efficiency of operations.
- Providing effective customer service by having a thorough understanding of applicable academic regulations, policies, and procedures related to Registrar functions and applying that knowledge to the provision of information, problem solving, and information processing
- Performing other duties as assigned by the University Registrar

**QUALIFICATIONS:**

Minimum Qualifications: Bachelor's degree in a relevant discipline from a regionally accredited institution; demonstrated ability to work in a team environment; excellent attention to detail; excellent interpersonal, written, and verbal communication skills; demonstrated positive focus on solutions when problem-solving.

Preferred Qualifications: Experience with Banner Student System and Cognos. Experience in a fast-paced higher education environment or a similar setting.

**UNIVERSITY AND COMMUNITY:**

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

The core values of the University include: equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

UL Lafayette consists of nine degree-granting units: Arts, B.I. Moody III College of Business Administration, Education, Engineering, Graduate School, Liberal Arts, Nursing and Allied Health Professions, Ray P. Authement College of Sciences, and University College.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 126,000 is part of the Lafayette-Acadiana area, which has a total population of 616,000 and is one of Louisiana's fastest-growing metropolitan areas. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

**SALARY:** Commensurate with experience.

**ANTICIPATED STARTING DATE: SEPTEMBER 7, 2017 (APPROX.)**

**APPLICATIONS:**

To ensure consideration, application materials should be received by August 7, 2017. Applications will be accepted until the position is filled. Applicants should email (include in the subject line: Application for Systems Specialist Position) a letter of interest, resume, and names and contact information of three professional reference to:

**Mickey P. Diez**

**University Registrar**

[mickey.diez@louisiana.edu](mailto:mickey.diez@louisiana.edu)

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at:

<http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>