COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Evaluates and executes daily procedures in support of ERP Programming as well as supports and participates in development of information system software solutions. The ERP Analyst serves as a liaison between functional and technical resources to manage the development of new system functionality, upgrades, system modifications, and day-to-day problem analysis, issue tracking, and resolution.

REPORTS TO:
Director of ERP Programming

SUPERVISES:
None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Associate degree, certificate, related experience or equivalent

EXPERIENCE REQUIRED:
One (1) year of experience in programming or experience in use of ERP. Requires knowledge of COBOL, PHP, XML, HTML, PYTHON, and MYSQL programming languages. Knowledge of CL programming language and OCL job control language.

PREFERRED:

Combination of training and experience in information technology and business/operations support. Experience with Ellucian Colleague.

OTHER LICENSES OR CERTIFICATIONS:
None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Administrative practices
- Website design

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:
- Monitor, evaluate and perform ERP Programming processes in information interchange among entities both inside and outside the college. This includes, but is not limited to:
    - Canvas (E-courses)

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- CMA Sphinx
- Transfers of Data from System iSeries and Colleague to Microsoft Excel (TVCC)
- IBM System I administrative task (server admin, security officer)
- CROA reporting (maintain users, troubleshoot and create reports, backups of reports)
- CROA Universe Design Tool (update, design and maintain)
- Ellucian Colleague Studio Design (Subroutines and screen design)
- Microsoft SQL Server Management Studio
- SAP BusinessObjects CMC (user and server management)
- Synoptix for Ellucian (maintain/setup user/troubleshoot)
- Create/Maintain Queries for Production and ODS
- Adobe Acrobat (create/maintain digital signatures/maintain update forms)
- Evaluate incorrect data, caused by incorrect data entry or external changes, and perform needed data corrections. Determine and implement solutions to protect against repeat occurrence, if possible.
- Determine necessary AS400 file restorations to (1) correct errors (as mentioned in previous items) or (2) satisfy historical data requests.
- Employ DB/2, WebQuery, CROA or SQL to fulfill information requests.
- Assists in the analysis and development of modifications to existing software programs.
- Tests new programs from specifications.
- Modifies and tests existing programs from specifications.
- Documents new programs or modifications to existing programs according to departmental standards.
- Assists users in solving programs and answers systems-related questions.
- Work with screen design/development/modification.
- Assist with testing of new or updated software solutions.
- Assist with web-enablement of legacy programs.
- Act as System Administrator in a backup capacity.
- Monitor email and service desk software for user requests.
- Provide assistance to users as needed.
- Evaluate and develop new systems that will aid TVCC in developing new ERP Programming applications.
- Assist in the operation of ERP Programming as needed.
- Retrieving data from Colleague to send to third parties.
- Customizing Colleague after learning their proprietary language.
- Build sections for TDCJ and Continuing and Adult Education
- Build and run CROA reports to assist users as needed.
- Other additional duties as assigned by the Director of ERP Programming.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

PHYSICAL DEMANDS:

- Requires: Climbing, Stooping, Standing, Walking, Talking, Hearing, Repetitive Motion, Seeing, Sedentary, Computer Work
- Subject to: Balancing, Crouching, Reaching
- May need: Kneeling
- Occasionally need to: Crawling, Pushing, Pulling, Lifting, Grasping**,**

MENTAL DEMANDS:

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- Atmospheric Conditions: 25% of the time
- Inadequate Lighting: 25% of the time
- Environmental: 25% of the time
- Emotional control under stress 25% of the time
- Frequent interruptions: 25% of the time

OTHER DEMANDS:

　　　　None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

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Employee's Signature　　　　　　　　　　　　　　　*Date*

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Supervisor's Signature　　　　　　　　　　　　　　　*Date*

Approved: 7/18/01　　　　　　　　　　　*Revised: 10/12/2021*

Classification:	Technology-Staff	**Coordinating/Non-Coordinating:**	NC
FLSA Status:	Exempt	**TVCC Job Code:**	1616
DBM:	C	**Travel Required:**	None
IPDEDS/SOC CODE:	15-1121	**Employment Status:**	Full-Time
Salary Grade:	225	**Length:**	12 Months
FUND:	001	**TRS POS. CODE**	TRS 01

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