Senior Business Analyst, Vanderbilt University

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Description

The Senior Business Analyst position works closely with other project team members supporting PeopleSoft Campus Solutions (Vanderbilt’s student information system) and assists in its use by Financial Aid, Student Accounts and the University Registrar. This includes working with departments to make higher-end configuration changes, collaborating with VUIT on upgrades, and leading the testing of system changes. The Senior Business Analyst is expected to have strong expertise with the PeopleSoft application and associated tools, and to gain domain expertise in multiple functional areas. The Academic Affairs Process and Solution Implementations (AAPSI) department supports dozens of systems across the full breadth of Academic Affairs – from the Library to Research to individual department systems – and this position offers the opportunity, over time, to explore and build relationships in all areas of the University.

The AAPSI department organizes and leads information system implementations for Academic Affairs. AAPSI supports multiple production systems including PeopleSoft Campus Solutions, DocFinity, Slate, Brightspace, Interfolio, Destiny One, Blue, and Event Management System (EMS). In addition to these vended products, AAPSI partners with Vanderbilt University Information Technology (VUIT) to build applications and system integrations. The AAPSI team’s responsibilities include:

- Serving as the Product Owner
- Managing the overall project portfolio
- Managing individual projects
- Serving as the campus system expert
- Configuring newly acquired information systems
- Maintaining information systems in production
- Coordinating and executing testing
- Managing Security Administration
- Providing training during implementation

Duties and Responsibilities

The Senior Business Analyst is a senior member of the AAPSI team and is expected to be a leader on the team’s projects. This includes working closely with the Assistant Provost and Director to create a strategy and then working without day-to-day direction to execute it. This position is also expected to provide mentorship to other less experienced project team members. Responsibilities include:

- Be a senior member of matrix teams comprised of resources from across Academic Affairs to execute projects
- Meet with stakeholders to understand their technology needs
- Collaborate with team members to transform the needs of stakeholders into requirements that can be configured in vended systems or that can be developed by VUIT
- Test newly developed or configured information systems
• Troubleshoot, diagnose and solve production problems
• Document new processes and systems

**Profile of an Ideal Candidate**

To effectively serve its Vanderbilt constituents, the AAPSI team is comprised of staff from a wide variety of educational and experiential backgrounds. For this position we are specifically seeking persons with deep experience with core student information systems in either a functional or technical capacity. Our ideal candidate would have the following experience (in descending order of preference):

- PeopleSoft Financial Aid and Student Accounts
- PeopleSoft Student Records
- Financial Aid and Student Accounts experience in another SIS
- Student Records experience in SIS

Detailed experiences we look for include:

- A bachelor’s degree from an accredited institution of higher education is necessary
- Interest in technology and learning new processes and systems
- Ability to work with others in a team setting
- Excellent communication skills
- Analytical thinking, problem solving and attention to detail
- Recent experience in higher education

If you currently work in Financial Aid, Student Accounts or Records and are the person your peers turn to with questions, to generate reports or just to make things work, then this position may be for you. If you currently work in a technical area supporting PeopleSoft or similar SIS and want to grow your knowledge and experience on the functional side of the business, then this position may be for you.

**About Vanderbilt Benefits**

In addition to offering a lively community that encourages learning and celebrates diversity, Vanderbilt University offers a competitive, flexible benefits package including health, dental, vision, life, accidental death & dismemberment, disability insurance, paid time off, and a 403(b) retirement plan with employer match. Vanderbilt offers tuition assistance to employees, spouses and dependent children. Also, after five years of service, Vanderbilt will pay up to 55% of the tuition for up to three dependent children to earn a bachelor's degree.

**About Vanderbilt University**

Vanderbilt University, located in Nashville, Tennessee, is a top-15 private research university offering a full range of undergraduate, graduate and professional degrees. Vanderbilt is situated on a 330-acre campus near the thriving city center, serving more than 12,000 students and employing almost 7,000 faculty and staff. The university’s students, staff, and faculty frequently cite Nashville and the surrounding area as one of the many perks of being a part of the Vanderbilt community. Vanderbilt University is a place where your expertise will be valued, your knowledge expanded, and your abilities challenged. It is a place where your diversity is sought and celebrated. Vanderbilt was
recently named as one of “America’s Best Large Employers” and the top employer in Tennessee and the Nashville metropolitan area in 2019 (Forbes).

**Commitment to Equity, Diversity and Inclusion**
Vanderbilt University is committed to achieving the goal of a diverse and inclusive academic community of faculty, staff, and students. We seek individuals who are committed to this goal and our campus values.

**Qualifications**

Vanderbilt University is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply.

For more information or to apply, click [here](#).