



1600 S 25<sup>th</sup> E  
Idaho Falls, ID  
(208) 524-3000

**WEBSITE:**  
<http://www.cei.edu/hr>

**EMAIL:**[hr@cei.edu](mailto:hr@cei.edu)

# ENTERPRISE RESOURCE PLANNING (ERP) ANALYST

## EXEMPT Classification

**College of Eastern Idaho**

**Open for Recruitment:** Open until filled. First application review will be held the week of November 23, 2018 – interested candidates are encouraged to apply *as soon as possible*.

**Salary Range:** \$47,000 - \$53,000 Annually - Plus Competitive Benefits

**Location(s):** Idaho Falls

---

### **GENERAL STATEMENT OF FUNCTION:**

The ERP Analyst ensures the reliable operation and performance of the Ellucian Colleague ERP system and related institutional enterprise administrative systems. Troubleshoots and resolves any ERP related hardware, software, user access or other problems. Monitors system performance and usage to maintain security and reliability. Coordinates new software releases, fixes and upgrades with technical teams.

The ERP Analyst provides management and oversight of all technical support activities for the Ellucian Colleague ERP providing problem resolution, analysis and specifications for software modifications. The ERP Analyst will identify and resolve problems and determine solutions and best practices for backend business processes based upon the refined requirements developed by the ERP Analyst. The ERP Analyst will ensure continuous and quality services that include business process review and re-engineering, data conversion and upgrades, end-user optimization, project management, report writing, and patch management.

The ERP Analyst will ensure that data and process operations are performed in the most effective and efficient manner. All changes or modifications to the application systems are fully documented, thoroughly tested, and approved by IT leadership before going into production. The ERP Analyst responsibilities will include a full range of activities including leading small to large size projects and assisting other project managers and business analyst on more complex projects.

### **EXAMPLE RESPONSIBILITIES:**

- Support departmental staff and administration with the identification, evaluation, selection, support and maintenance of software systems solutions.

- Provide systems analysis, problem solving support, and technical guidance to provide efficient and effective use of administrative information systems in support of institutional goals and objectives.
- Take initiative to lead operational improvements or trouble tickets to assure proper completion and resolution.
- Implement and adhere to test plans and change management procedures.
- Provide technical support for vendor upgrades and maintenance.
- Present and explain complex technical topics, problems and alternative solutions to others.
- Consults with Director, other systems programmers/analysts, and customers to plan software implementation projects.
- Support departmental staff and administration with the identification, evaluation, selection, support and maintenance of systems solutions
- Creation of software implementation test plans
- Creation of technical software implementation documentation
- Develop and maintain custom solutions utilizing software development tools based on the Colleague environment
- Develop and maintain custom reports or queries using Colleague or other reporting tools
- Develop and implement data integrations between Colleague and various ancillary systems
- Mentor and lead Business Analysts on ERP and other enterprise systems.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in a relevant discipline or 5 years ERP related experience.
- Strong understanding and knowledge of computer technology. Experience with Colleague by Ellucian ERP or other major ERP systems preferred.
- Strong Analytical and problem-solving skills.
- Excellent communication (written, verbal), interpersonal, organizational and time management skills.
- Familiarity with MS SQL and common industry reporting tools (i.e. Crystal Reports, Informer)
- Working knowledge of enterprise web content management systems and project management principles, implementation, and development.

**HOW TO APPLY:**

Electronically submit a completed application packet **(in .pdf or Word format)** to [hr@cei.edu](mailto:hr@cei.edu). The application packet must include the following:

1. CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter
3. Résumé or VITA
4. Unofficial Transcripts
5. Three Professional References with direct contact information

**Incomplete packets will not be accepted. Official transcripts required upon hire.**

For additional questions contact: Human Resources at (208) 535-5495 or by email at [hr@cei.edu](mailto:hr@cei.edu)

*AA/EOE/ADA*

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.