IT Business Analyst I or II, Office of the Registrar

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IT Business Analyst I or II, Office of the Registrar

Location: San Antonio, TX
Regular/Temporary: Regular
Job ID: 14780
Full/Part Time: Full Time

Position Information

The University of Texas at San Antonio (UT San Antonio) is a nationally recognized, top-tier public research university that unites the power of higher education, biomedical discovery and healthcare within one visionary institution. As the third-largest research university in Texas and a Carnegie R1-designated institution, UT San Antonio is a model of access and excellence - advancing knowledge, social mobility and public health across South Texas and beyond. UT San Antonio serves approximately 42,000 students in 320 academic programs spanning science, engineering, medicine, health, liberal arts, AI, cybersecurity, business, education and more. With 17,000 faculty and staff, UT San Antonio has also been recognized as a Top Employer in Texas by Forbes Magazine. Learn more online, on UT San Antonio Today or on X, Instagram, Facebook, YouTube or LinkedIn.

Salary Range:

Level I: Starting at of $52,000 annualized, commensurate with education, experience, and qualifications.

Level II: Starting at $64,000 annualized, commensurate with education, experience, and qualifications.

Job Type: Full Time

Posting Close Date: Applications will be accepted through 11:59 PM CDT on 2/13/2026. At the discretion of the hiring department, this posting may close once a sufficient number of qualified applications have been received.

Required Application Materials:

- Resume is required

- Cover letter is preferred **Job Details Job Summary** IT Business Analyst I and II The IT Business Analyst I and II provides recommendations for business practices, method and system redesign where applicable, acting as an implementer and champion for business process change. This role will act behind the scenes to craft solutions for business problems related to the University Catalog, Program and Course Curriculum, Course and Room Scheduling, Registration and Records. This position will participate in strategy development, recognize problems or solutions that are new or without clear precedent, and drive organizational change taking full account of obstacles, oppositions and differing stakeholder priorities. **Core Responsibilities** IT Business Analyst I

1. Understands information technology business processes and technology specific to departmental/program needs and organization.
2. Reviews, prepares, analyzes, and interprets data to determine reasonableness and accuracy of information.
3. Acquires, refines, and documents a comprehension of data sources, definitions, and usage as required to support the informational needs of the division/unit.
4. Develops and demonstrates a solid understanding of software functionality and features utilized by the division/unit.
5. Prepares and updates useful and accurate documentation as appropriate to support processes and correctly detail report specifications.
6. Performs special studies, research, and analysis of financial issues upon request and provide recommendations for appropriate course of action.
7. Acts as new product design and build backup.
8. Serves as end user support for applications and systems used by the division, resolve issues and requests working with vendors and UT San Antonio Staff as appropriate.
9. Offers technical assistance and solutions by responding to reported issues like but not limited to errors, problems, or questions with programs.
10. Performs other duties as assigned.

IT Business Analyst II

1. Understands information technology business processes, technology, and developing on-demand system reporting, basic programming and maintains accurate and up to date documentation of processes and systems supported.
2. Administers and implements identified division support systems, application user administration including user activation, maintain roles, permissions, and configurations.
3. Works with campus stakeholders and technical staff to create new content for products like UT San Antonio mobile apps, Chatbot and other intelligent Assistants.
4. Serves as end-user support for these applications and systems, resolves issues and requests working with vendors and UT San Antonio Staff as appropriate.
5. Functions as a Content manager who has functional knowledge of Student support areas and the student lifecycle, can coordinate with additional content reviewers on campus.

6. Offers technical assistance and solutions by responding to reported issues like but not limited to errors, problems, or questions with programs.
7. Reviews, prepares, analyzes, and interprets data to determine reasonableness and accuracy of information.
8. Acquires, refines, and documents a comprehension of data sources, definitions, and usages as required to support the informational needs of the division/unit.
9. Develops and demonstrates a solid understanding of software functionality and features utilized by the division/unit.
10. Prepares and updates useful and accurate documentation as appropriate to support processes and correctly detail report specifications.
11. Researches new technology and applies it to project with no or minimum production issues.
12. Researches and evaluates software and hardware to assist in programming or to use as program platforms.
13. Promotes a safe environment by working in a safe manner; immediately reporting unsafe situations, spills, and accidents; following University safety plans/procedures/protocols; and participating in appropriate safety training.
14. Performs other duties as assigned.

Required Qualifications Both levels

- Bachelor's Degree from an accredited institution.
- This position requires the ability to maintain the security and integrity of UT San Antonio and its infrastructure.

IT Business Analyst I

One (1) year of related work experience to include higher education and Banner.

IT Business Analyst II

Three (3) years of related work experience to include higher education and Banner.

Preferred Qualifications Both Levels

- Experience with Student Information System to include proficiency with relational database reporting and SQL.
- Business process improvement experience in one or more enrollment management or student service areas within higher education.

IT Business Analyst I

- 2 years experience as a functional user of Banner.
- 2 years experience working within areas of enrollment management and/or student services at an institution of higher education.

IT Business Analyst II

- 2 years business experience using SQL.

- 3 years experience as a functional user of Banner.
- 3 years experience working within areas of enrollment management and/or student services at an institution of higher education.
- 1 year experience serving as a Business Analyst within an institution of higher education.

Knowledge, Skills, and Abilities Both levels

- Effective Communication
- Object-Oriented Programming Solutions
- Problem Solving and Analytical Skills
- Teamwork

Working Environment

- Office environment.
- Some overtime hours may be required.

Physical Demands

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.
- Exerts up to 10 lbs. of force occasional.

This position will work **both on campus and remotely in Texas**. Travel and parking expenses are the employee's responsibility. This position is contingent upon a successful background check. Verification of a valid driver's license and Motor Vehicle Record (MVR) may be completed as applicable. Applicants selected must be able to show proof of eligibility to work in the United States by time of hire. **Equal Employment Opportunity** As an equal employment opportunity and affirmative action employer, it is the policy of The University of Texas at San Antonio to promote and ensure equal employment opportunity for all individuals regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability or genetic information, and veteran status. The University is committed to the Affirmative Action Program in compliance with all government requirements to ensure nondiscrimination. **To view the full job posting and apply for this position, go to https://zahr-prd-candidate-ada.utshare.utsystem.edu/psp/ZAHRPRDADA/EMPLOYEE/UTZ_CG/c/HRS_HRAM_FL.HRS_CG_S EARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=21&JobOpeningId=14780&PostingSeq=1** jeid-06a99575c991024cab 76dfea52ae9519