Business Systems Analyst

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Type: Full-Time
Posted: 2 days ago
Category: Business and Financial Services; +1 Database Administrator

SUMMARY:

The Business Systems Analyst is responsible for supporting, analyzing, and improving business processes and data systems across the organization. This includes reviewing, creating, modifying, testing, and maintaining SQL databases and reports, as well as working directly with end users to identify needs and implement technology solutions-including automation and AI tools. The role also emphasizes documentation, workflow automation, and continuous learning to ensure both immediate and long-term organizational success. The ideal candidate will bridge the gap between business needs and technical solutions, ensuring data integrity and actionable insights for decision-making.

CLASSIFICATION: Full-time, Salaried

REPORTS TO: Assistant Director of Database Systems

DEPT: Information Technology

LOCATION: Bolthouse Hall

DUTIES AND RESPONSIBILITIES:

- Business Process Analysis: Work with departments to review and document current workflows, identify opportunities for improvement, and recommend/implement digital solutions (e.g., converting paper forms to digital, automating manual processes).
- Workflow Automation and Forms:
  - Develop and support workflow automation and digital forms (e.g., Power Apps), serving as the primary or backup resource as needed.
  - AI and Technology Adoption: Explore, evaluate, and implement technology-including AI tools-to enhance business processes, reporting, and user support.

- Database and Reporting:
    - Create and maintain data extracts from the ERP to the main SQL data warehouse.
    - Create, maintain, troubleshoot, and enhance client reports using data from the ERP and SQL, ensuring reports remain accurate, up-to-date, and aligned with evolving needs.
    - Perform routine database and SQL-server maintenance, including backups, monitoring, and supporting scheduled tasks and storage.
- Documentation: Create and maintain clear, comprehensive documentation for all supported systems, processes, workflows and troubleshooting steps.
- ERP & SIS:
    - Support: Provide support for assigned ERP modules and interface engines, ensuring reliable operation and user satisfaction.
    - Training and Self-Sufficiency: Develop expertise in system mnemonics, tables, and fields to independently locate and utilize data. Train users and team members in advanced ERP and reporting processes.
- Continuous Improvement: Actively participate in ongoing learning and professional development to stay current with technology trends and best practices.
- Other Duties: Perform additional duties as assigned to support the mission and goals of the organization.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- BA/BS in Computer Information Technology, similar experience, or certifications.
- Customer service oriented and good interpersonal skills.
- Strong analytical, critical thinking, and problem-solving skills.
- Hands-on experience with SQL, relational databases, and reporting tools
- Ability to work independently and proactively identify opportunities for improvement.
- Experience with workflow automation tools (e.g., Power Automate) preferred.
- Interest in and aptitude for learning new technologies, including AI.
- Experience 2+ years in business analysis or systems analysis role.
- Excellent communication and documentation abilities.
- Familiarity with BI/reporting tools (e.g., Power BI, SSRS).

ESSENTIAL QUALIFICATIONS:

- A personal relationship with Jesus Christ and an active Christian commitment.
- A theology that supports the values and mission of Cornerstone University core commitments evidenced by an ability to affirm and sign the university's doctrinal statement, "The Cornerstone Confession."

- Four other foundational pillars, along with the university's mission and confession, form Cornerstone's Core Commitments.
    - The Cornerstone Christian World View
    - The Cornerstone Academic Vision
    - The Cornerstone Beautiful Christian Community
    - The Marriage and Human Sexuality Position Statement
- These core commitments convey who we are, what we believe and how we live and work together in community. Employees are expected to faithfully attend an evangelical and biblical church whose core beliefs and practices are consistent with Cornerstone's confession and core commitments.

To learn more about Cornerstone University's mission and how you may contribute, visit https://www.cornerstone.edu

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