HRIS Specialist

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Type: Full-Time
Salary: $50,000.00 - $60,000.00 Annually
Posted: Today
Application Due: 02/20/2026
Category: Human Resources

HRIS Specialist

Salary: $50,000.00 - $60,000.00 Annually
Location: Cedar City, UT
Job Type: Full-time Staff
Job Number: 202600010
Division: Finance and Administration
Closing: 2/20/2026 11:59 PM Mountain
FLSA: Non-Exempt

Position Summary

The HRIS Specialist is responsible for assisting in the configuration, maintenance, and support of the Ellucian Banner Human Resources Information System (HRIS), ensuring data integrity and optimizing system functionality. This role requires strong technical expertise, specifically in SQL for reporting and data manipulation. This position supports the HRIS Manager, enabling a data-driven HR operation and exploring AI-powered solutions to enhance reporting, automation, and strategic HR decision-making.

Essential Functions

- Ellucian Banner HRIS Management:
  - Assist in the system configuration, security roles, user access, and setup of new modules or features.
  - Coordinate, test, and implement system upgrades, patches, and fixes in collaboration with IT.

- Data and Reporting:
    - Develop, maintain, and execute complex SQL queries, stored procedures, and scripts for data extraction, manipulation, validation, and custom reporting.
    - Ensure the accuracy, consistency, and integrity of all HR data within the Banner system.
    - Create and maintain ad-hoc and standardized reports (e.g., using Oracle tools, Argos, or similar) to support HR operations, compliance, and strategic planning.
- Support and Training:
    - Provide expert technical support and troubleshooting for Banner HRIS issues encountered by end-users.
    - Develop and deliver training materials and sessions for HR staff on system usage, best practices, and new functionalities.
    - Collaborate with other departments (Payroll, Finance, IT) to ensure seamless integration and data flow between Banner HR and other enterprise systems.

Education & Experience

Minimum Qualifications

- 5 years of education/experience in Information Technology, Computer Science, Human Resources, or a related field. (Example Bachelor's degree and 1 year of experience or an associate degree and 3 years of experience).
- Proficiency in SQL (or PL/SQL, T-SQL) for advanced data querying, analysis, and script development.
- Strong understanding of core HR business processes (Recruitment, Onboarding, Payroll, Benefits, Performance Management).

Preferred Qualifications

- Experience with Banner extensibility tools or APIs.
- Familiarity with data visualization tools (e.g., Tableau, Power BI).
- Experience in a higher education environment is a significant plus.
- Demonstrated experience with AI programming and data science tools such as Python, R, or related platforms (e.g., Jupyter Notebooks), with proficiency in AI/ML libraries like pandas, NumPy, scikit-learn, TensorFlow, or OpenAI APIs.
- Enthusiasm for exploring emerging AI technologies to improve reporting, user experience, and decision-support within HR functions.

Supplemental Information

Position is contingent on funding.

This position is a 5 month contract.

Due to recent changes in H1B visa fees, Southern Utah University is no longer able to sponsor international faculty and staff that require an H1B visa and are currently living outside of the United States.

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In accordance with Utah State Code 53A-3-410, appointment to this position is contingent upon the successful passing of a background check.

To apply, please visit https://www.schooljobs.com/careers/suu/jobs/5226686/hris-specialist

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