



Business Analyst / Database Administrator

At College of Saint Mary, you'll join a high-energy team working to change lives through the transformative power of education. It's also an opportunity to enhance your tomorrows with a full suite of benefits that includes retirement savings and tuition remission for dependent children at more than 700 private colleges throughout the U.S. Located in the heart of Omaha's Aksarben Village, College of Saint Mary is a great place to do something that truly matters while enjoying all Omaha has to offer.

CSM is seeking a real pro to join the Institutional Technology team as a Business Analyst / Database Administrator. This position works closely with faculty, staff and administration to determine the best programming and implementation of information technology applications to support CSM's overall mission, values, and strategic plan. This includes the development of programs, policies, and training for academic and operating systems, and management information services to accomplish the institution's goals and objectives. This position is also responsible for the Student Information System, associated software systems and other designated database connected systems.

Essential Functions

- Serves as the campus expert in database systems and applications, facilitating training and enhancements which support optimal utilization of technology
- Collaborates with leaders throughout campus to gain an understanding of both big picture and best practices to optimize business workflows.
- Responsible for chairing the Administrative Systems User Group committee, Data Governance Committee, and other CSM committees as directed.
- Responsible for the operation, management, training and optimization of assigned databases, applications, and software, including but not limited to: PowerCampus, PowerFacts, NelNet, Dynamics GP, Etrieve, myCSM (sharepoint intranet), EMS scheduling software, and CS Gold swipecard system.
- Oversees the development, design, and implementation of new applications and changes to existing computer systems and software packages ensuring integration while maintaining data integrity.
- Designs databases ensuring their stability, reliability, and performance.
- Uses native or third party tools to access data in the applications to produce business intelligence reports that deliver analysis beyond that delivered by the original software and modifying forms to improve functionality of the application.

Required Education and Experience

- Bachelor's degree in Computer Science, MIS or related field. Minimum five years of increasingly responsible management experience in MIS or computer science.
- Experienced in MSSQL, developing SQL databases and writing applications to interface with SQL databases, .Net Framework, Visual Basic, C#, Sharepoint, Photoshop, HTML, CSS, Illustrator.

Preferred Education and Experience

- Master's degree in Computer Science, MIS, Leadership, Management or related field. Three to five years management and information systems experience.
- Experienced in PowerCampus, PowerBuilder, Web Design and Fireworks.

Application

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

[Application for Business Analyst- Database Administrator](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.