



NOTICE OF VACANCY

System Analyst

REPORTS TO: Executive Director of Technology Information

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC), we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful System Analyst will be an equity minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

Develops, implements, monitors, and executes project plans for the design, development, and installation of systems, databases, and application software. Provides strategic and tactical planning support for the development of project plans and the maintenance of university information systems. Apply systems analysis and design techniques to solve problems, increase system performance, and enhance user productivity. Design, develop, configure, and implement programs and procedures to meet defined project scope and objectives. Coordinates with users to facilitate project development and to insure effective system usage.

More specifically, the System Analyst is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Conducts technical training for information systems personnel and/or client staff.
- Develops and adheres to quality assurance practices for university information systems management.
- Establish and maintain effective communications with clients and other ITS staff.
- Executes software deployment activities in multi-platform, multi-vendor, and multi-tool enterprise software environment.
- Maintains quality documentation to manage program and system development, revisions, and operation.
- Monitor performance, usage, and operational effectiveness of systems.
- Performs software configuration, implementation, integration, and maintenance for university information systems including both vendor systems and university-developed systems.
- Performs systems analysis/programming, data management, data modeling, and business process analysis at the highest technical level.
- Prioritize and coordinate both development and maintenance activities associated with ITS supported software systems.
- Submits status reports on assigned projects on regular, prescribed intervals as indicated by management.
- Performs other duties as assigned

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6390; EEOC@msdelta.edu.

MANDATORY QUALIFICATIONS

- Applicants must hold the minimum of an Associate degree in Networking, Computer Information Systems, or related field.
- Applicants must have at least two years of experience in installation and maintenance of computer hardware and software; and familiarity with Microsoft Windows operating systems, Microsoft Office suite, Local Area Networks, email, internet, telephone systems, and network cabling.
- Applicant must be able to work independently, as well as part of a team.
- Applicant must be able to travel to off-site campuses and/or locations.

PREFERRED QUALIFICATIONS

- Previous experience supporting the Ellucian Banner ERP systems along with developing and implementing information systems.
- Experience using any or all of the following: C, Java, SQL, XML, JMS, HTTP, LDAP, SOAP, GIT, PL/SQL, Groovy, Spring, Hibernate, Tomcat, WebLogic

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated competence in all phases of system analysis techniques, concepts, and methods.
- Strong programming and analytical skills with demonstrated ability to assume responsibility for supporting multiple systems.
- Strong team building, collaboration, and communication skills.
- Experience developing systems in Linux/Oracle environment.
- Excellent interpersonal skills, ability to plan and organize, personal initiative, demonstrated ability to perform with professionalism and produce quality, reliable results.
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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a full-time, 12-month, Exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

- 1. MDCC Employment Application (online only)**
- 2. *Unofficial* College Transcript(s)**
- 3. Current Resume**
- 4. Authority to Release Information Form/ Consent Form**

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – April 22, 2026 at 5:00 P.M.