



*The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.*

## **Business System Analyst**

### Full-time, Temporary 12-Month Contract

#### **POSITION SUMMARY**

The Business Systems Analyst plays an integral role in the university's engagement with technology and innovation, ensuring that technical and informational systems meet organizational needs from both an operation-wide and end-user standpoint. Responsible for the development, maintenance, and improvement of hardware and software systems for the organization, the Business Systems Analyst identifies areas of growth and improvement for future business objectives and implements controls and documentation for strengthening existing systems. Working closely with technicians, managerial staff and end-users, the Analyst communicates and manages expectations while articulating business needs to foster effective, responsive, and accountable information and related technology services.

#### **KEY RESPONSIBILITIES**

- Monitor institutional systems status and report any progress or recommend changes.
- Support regulatory and compliance activities, such as privacy impact assessments.
- Regularly assess institutional performance, information, and plans.
- Write and execute functional test plans to ensure ERP, SIS, LMS, etc. changes are operating accordingly, adjacent processes are unaffected, and users' requirements are met.
- Report common patterns, questions, and other system issues to management.
- Manage system and application changes.
- Direct application support for ERP, SIS, LMS, etc. systems: maintenance of system configuration, setup, and application.
- Ongoing review of business processes for optimization strategies.
- Research and estimate costs surrounding upgrades, improvements, and new systems.
- Provide detailed ERP, SIS, and LMS requirements for product development.
- Develop and execute a scalable end-user training program.
- Create documentation such as policies, procedures, workflows, business process diagrams and user guides.
- Provide back-up for other team members during scheduled and unscheduled absences (e.g. IT Services Desk)

#### **QUALIFICATIONS**

- A bachelor's degree in a related field (Computing Science, Information Systems, etc) is preferred. A combination of education and experience in a Microsoft environment will be considered.
- Project Management Professional (PMP) and/or International Institute of Business Analysis (IIBA) certifications considered an asset.

- 2+ years experience with cloud-based solutions such as enterprise resource planning, learning management, customer relationship management, case management, and fundraising/relationship management systems is required.
- 2 years' experience working with PowerBI or equivalency for data querying and reporting.
- In-depth knowledge of the software development lifecycle, portfolio management, project management, process redesign, IT change management, related legislation, regulations, industry standards and trends.
- Proficient in Microsoft Office products, Visio, Project, and SharePoint.
- Previous experience implementing related frameworks and protocols.
- Previous experience with Artificial Intelligence (AI) and Robotic Process Automation (RPA) is considered an asset.
- Ability to work long and/or irregular hours.
- Strong communication skills, both written and verbal.
- Must be able to work collaboratively in a small team environment.

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A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

The King's University follows a standardized salary grid. The salary range for the position is \$63,000 - \$80,000/year dependent on qualifications and experience. A comprehensive benefit package, pension, and generous vacation and time off are provided.

Position will remain open until a suitable candidate is found.

**Apply by submitting a resume and cover letter through our online portal at [kingsu.ca/about-us/careers](https://www.kingsu.ca/about-us/careers).**

#### **Human Resources**

The King's University  
9125-50 Street, Edmonton, Alberta  
T6B 2H3

E-mail: [humanresources@kingsu.ca](mailto:humanresources@kingsu.ca). Visit our web site at [www.kingsu.ca](http://www.kingsu.ca).

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

*The King's University respects, appreciates, and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*