Job Title: Business Analyst, Senior - Spectrum

General Description
Assists with various and unique projects within the Spectrum Office, supporting the general management of the Financial Systems for Georgia State University (GSU).

Examples of Duties
- Serves as expert on the functional aspects of the systems that the Spectrum Office supports for GSU, such as ADP, SciQuest.
- Assures that the projects are completed in a timely manner and provides daily oversight and coordination for the assigned projects.
- Prepares technical reports on the project management status, providing timelines, outcomes, and results.
- Acts as expert within the Spectrum team for writing, updating and maintaining reports.
- Serves as backup for security administrators of PeopleSoft Financials, ADP, and SciQuest.
- Assists with training classes as needed.
- Tests and updates systems as required.
- Resolves Help Desk tickets assigned to the Spectrum Team.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge and experience with PeopleSoft Financial.
- Knowledge of business systems and processes.
- Experience in writing and running queries.
- Experience with ADP, ADP Reporter and SciQuest.
- Excellent communication and analytical skills.
- Ability to pay attention to detail.
- Ability to supervise staff.

Minimum GSU Hiring Standards
Bachelor’s degree in Business or Information Technology and seven years of related experience.