**Georgia State University**  

**Job Specification**

**Job Title:** Business Systems Analyst  

**BCAT Code:** 09OX79  

**Effective Date:** June 1, 2011  

**Pay Grade:** G17  

**FLSA Status:** Exempt  

**Revision Date:** July 1, 2013

**General Description**

Serves as liaison between the user/business unit client and Information Systems & Technology (IS&T) personnel. Communicates with the client to determine the client requirements. Helps the client with technical solution alternatives for course development, tool and media selection. Brokers the specific solutions delivered by other IS&T units.

**Examples of Duties**

- Analyzes and evaluates business systems and user needs, document requirements and defines the scope of the system/technology that will support the business strategies.
- Assists clients in information technology needs assessments and strategic planning.
- Stays current on information technology trends, products, and services.
- Reviews with clients the activities and products offered by IS&T.
- Helps users/clients link proposed solutions to expected outcomes, and measures the benefits and return on investment of alternative solutions.
- Monitors the IS&T project from initiation through delivery, such as overseeing the system integration, project and campus communications, interfacing with vendors, and assessing risk management.
- Helps clients and groups in the organization to negotiate clear contracts, and serves as the process owner for the Service Level Agreement process.
- Demonstrates the technology solutions and products, whether existing systems, prototype solutions or mock-ups, to the client in order to help the client understand how the products may address defined requirements.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of information systems capabilities, technology, and functions.
- Knowledge of sound business systems and processes.
- Excellent verbal and written communication skills.
- Project management skills.
- Ability to handle multiple projects at one time.

**Minimum GSU Hiring Standards**

Bachelor’s degree in Information Systems and two years of related experience; or a combination of education and related experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*