



JOB

	11/30/2021
Security	

Job Summary

The Technology Program Analyst will assist in determining and deploying software upgrades to help Galveston College function more efficiently. Duties will include understanding the needs of the organization, IT systems, researching, developing implementing, managing and supporting new and current software solutions. The Analyst will also provide training and support for all members of the college community, and will be expected to become proficient in the use and support of all software applications utilized by the College.

Essential Functions

- Assist the Lead System Analyst in implementing, managing, and supporting software applications, scripts, and programs;
- Assist the Lead System Analyst in developing an umbrella-approach to the College's software management processes and practices;
- Work with the IT Team(s), both internal and external, to ensure timely implementation of new applications;
- Work with the IT Team(s), both internal and external, to provide technical and functional support relevant to software applications to faculty, staff, and students;
- Collaborate with other areas of the college to identify software application needs and solutions;
- Gain on-the-job training as needed to acquire competency for the different software applications;
- Build in-demand technical and functional skills;
- Take-on challenging collaborative project work;
- Communicate exceptionally well in all verbal and written exchanges;
- Maintain organized documentation of projects and activities;
- Maintain confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contribute to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date