

POSITION ANNOUNCEMENT

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| JOB TITLE: | HUMAN RESOURCES INFORMATION SYSTEMS ANALYST |
| TYPE OF VACANCY: | CONTRACTUAL |
| REPORTS TO: | VICE PRESIDENT, HUMAN RESOURCES DEPARTMENT |
| DEPARTMENT: | HUMAN RESOURCES/OFFICE OF INFORMATION TECHNOLOGY |
| <p>SUMMARY: The University of The Bahamas is the national institution of tertiary education of The Commonwealth of The Bahamas that is committed to the pursuit of knowledge and truth through teaching, learning, research and service to the community. The University is keen on creating a dynamic out-of-classroom experience for its students, focusing on a holistic approach to student development.</p> | |
| <p>DUTIES AND RESPONSIBILITIES: The position of Human Resources Information Systems Analyst, is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> ➤ Coordinate with IT and HR teams to analyze all HRIS requirements and develop and implement various HRIS procedures and prepare customized reports for various finance and payroll teams; ➤ Design all custom ad hoc reports; ➤ Resolve queries and ensure accuracy; ➤ Prepare all business documents and provide upgrades, if required; ➤ Monitor HRIS systems and maintain integrity of all data; ➤ Prepare reports for all HR systems and applications and analyze systems to resolve all issues and escalate all customer issues to management to provide efficient resolution; ➤ Troubleshoot on all technical processes and provide support to all HRIS users; ➤ Manage and provide response to all HRIS issues; ➤ Assist with the training of users and to ensure that they are trained when updates are given; ➤ Prepare User Manuals for ERP Applications. | |
| <p>REQUIRED KNOWLEDGE, SKILLS & ABILITIES:</p> <p>SKILLS</p> <ul style="list-style-type: none"> ➤ The HRIS Analyst must understand both the technical and user sides of the system; ➤ Must use critical thinking to create innovative solutions to complicated problems; ➤ Must be able to translate technical information so that anyone can understand; ➤ Excellent communication skills both oral and written; ➤ Prior experience with the use of ERP systems. Knowledge of KRONOS or BANNER will be an asset; ➤ Experience using collaborative software such as SharePoint; ➤ Highly proficient in developing complex reports using Excel (pivot tables, lookup formulas, graphs, etc.) with and strong attention to detail and accuracy; | |

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- Knowledge of Human Resources practices in a university environment is highly desirable.

COMPETENCIES

- Attention to detail;
- Creative thinking;
- Customer service;
- Decision making;
- Flexibility;
- Negotiating;
- Integrity/honesty;
- Interpersonal skills;
- Organizational Awareness.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in a relevant area with at least five years' experience in an HR role.
- Certifications in HR (PHR or SHRM-CP) would be an asset.

To ensure full consideration, interested candidates should submit the following items via email to the address given below with the subject *HRIS Systems Analyst*:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae/Résumé;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references.

Submit all electronically to:

Email: hrapply@ub.edu.bs

Attention: **Vice President, Human Resources**

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| Salary Scale | Contractual |
| Date Published | October 1, 2019 |
| Application End Date | October 14, 2019 |
| Date to be Removed | October 15, 2019 |

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the **HRIS Systems Analyst**.*