



WESTERN
NEW MEXICO UNIVERSITY

JOB DESCRIPTION:	Senior Banner Systems Analyst (Part-Time)		
DEPARTMENT:	Information Technology		
REPORT TO:	Chief Information Officer		
EEO CLASSIFICATION:		FLSA STATUS:	Non-Exempt
CUPA HR	#461140	DATE APPROVED:	24-JUL-2026
CLASSIFICATION:		DATE MODIFIED:	NEW

SUMMARY: Provides advanced technical leadership in the design, development, implementation, and support of enterprise reporting, database, and application solutions. Serves as a senior technical resource by guiding data initiatives, ensuring institutional data integrity, governance, developing complex reporting solutions, and collaborating with functional areas to improve business processes, regulatory reporting, and informed decision-making.

DUTIES:

1. Design, develop, maintain, and support complex database queries, reports, dashboards, and automated reporting solutions using SQL and Evisions Argos.
2. Analyze business requirements and collaborate with stakeholders to develop reporting solutions that support institutional operations and strategic decision-making.
3. Develop, test, and maintain Argos DataBlocks, forms, reports, and scheduled processes while ensuring data accuracy, integrity, and performance.
4. Produce and validate required federal, state, and institutional reports, including experience with New Mexico Higher Education Department (NMHED) reporting requirements and other applicable regulatory reporting.
5. Monitor, troubleshoot, and optimize database queries and reporting processes to improve efficiency, reliability, and system performance.
6. Ensure the integrity, and governance of institutional data by maintaining compliance with university policies, security standards, FERPA, applicable privacy regulations, and help established data management and reporting standards.
7. Create and maintain technical documentation, report specifications, data definitions, and standard operating procedures related to reporting and database processes.
8. Provide technical support, consultation, and training to Western New Mexico University (WNMU) Database Analysts regarding reporting tools, data interpretation, and reporting best practices.
9. Serve as a technical resource by researching, recommending, and implementing improvements to reporting processes, database functionality, and business workflows.
10. Participate in and as assigned, lead database, reporting, and system implementation projects while mentoring junior staff and supporting continuous process improvement.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in Computer Science, Information Systems, Data Analytics, Business Administration, or a related field and seven (7) to ten (10) years of experience in data analysis, application development, database administration, reporting solutions, or related technologies; **OR** a Master's degree in one of the above fields and up to five (5) years of related experience. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Demonstrated knowledge of Ellucian Banner enterprise resource planning (ERP) systems, relational databases, SQL, Evisions Argos, database administration, data analysis, reporting tools, and enterprise reporting solutions. Knowledge of data governance principles, institutional data integrity, database security, and best practices for ensuring accurate, reliable, and secure institutional data. Experience supporting enterprise systems within a higher education environment, including New Mexico Higher Education Department (NMHED) reporting requirements, FERPA, and applicable regulatory reporting standards. Must possess strong analytical, organizational, and problem-solving skills with the ability to manage multiple priorities and meet established deadlines. Ability to collaborate effectively with technical and functional users, communicate complex technical information to diverse audiences, and work effectively in a multicultural academic environment.
3. **Working Conditions/Physical Demands:** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)