Invites applications for the following position(s):

**COMPETITION NUMBER: 771**

**Administrative and Professional Staff (APSA)**

**Continuing Position**

**FUNCTIONAL ANALYST, GRADE 7**

**FACULTY OF ARTS AND SOCIAL SCIENCES – OFFICE OF THE DEAN**

**POSITION NUMBER: 116246**

**POSITION OUTLINE:**

Reporting to the Functional Analyst Lead, the Functional Analyst works with the end users in the Faculty of Arts & Social Sciences (FASS) departments and the Teaching, Research & Collaboration System (TRACS) technical team within the Dean’s office by researching, collecting, analyzing and documenting procedural data based on departmental processing requirements. The position is responsible for developing test scenarios, responding to system problems by investigating errors; developing specifications to correct problems; documenting reengineered business practices; and developing and delivering training for users within the Faculty.

**QUALIFICATIONS:**

- Bachelor’s degree in Business or Computing Science and three years of related experience in functional and/or user acceptance testing, as well as experience working through a number of full lifecycle projects, or an equivalent combination of education, training and experience.
- Excellent knowledge of business functions and practices (e.g., records management, academic rules, programming, policies and procedures and reporting, etc.).
- Excellent knowledge in the use of relational databases and other tools to operate database management systems (e.g., SQL, PHPMyAdmin, MySQL Workbench, Excel).
- Excellent knowledge of manual to automated business process and work-flow redesign.
- Good knowledge of software design techniques, including planning and layout.
- Good knowledge of data structures and data relationships of systems and the ability to use query tools to quickly obtain accurate and relevant information.
- Good knowledge of web technologies (e.g., HTML and CSS).
- Good knowledge of statistical methods and procedures with proficiency in researching and preparing statistical studies and reports.
- Excellent customer service, interpersonal, organizational, facilitation, training, and teamwork skills.
- Excellent analytical reasoning, problem-solving, and conflict-resolution skills.
- Excellent communication (oral, written, and presentation) skills.
- Excellent user and technical documentation writing skills.
- Ability to quickly grasp complex policies and technical concepts, and to explain them to non-technical users.
- Ability to design a web framework and integrate system components.
- Ability to work collaboratively in a team environment.
- Ability to maintain confidentiality.

**SALARY RANGE:**

$54,900 to $65,561 **per annum**

**START DATE:**

February 5, 2018

A detailed resume and cover letter quoting **Competition #771** must be received in our office by **4:30 pm on January 24, 2018**, addressed to the attention of Linda Chan, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)