



300 South George Street, Charles Town, WV 25414

## **Full-time IT Analyst Position**

Catholic International University is hiring for the role of IT Analyst. This is a full-time 40 hour per week position located in our Charles Town West Virginia offices and is available immediately.

### **Description:**

The **IT Analyst** plays a critical role around the execution of Catholic International University's IT systems roadmap and identification of opportunities for business process improvement and automation. As an IT Analyst, you will collaborate with key stakeholders and teammates to evaluate business processes and recommend/implement solutions that will assist the business to implement strategic vision through technology. You will perform research and analysis on trends, patterns, and processes, so that stakeholders can make data-driven decisions to improve organizational outcomes.

To succeed in this role, you will show attention to detail and be a self-motivated and directed team player with strong analytical, organizational, problem-solving, time-management, interpersonal and communication skills. The ideal candidate will have the ability to think critically, exercise independent judgment and is a team player with the ability to maintain confidentiality and establish effective working relationships with staff and faculty.

In addition to the data analysis role, you will be responsible for business analysis, reporting, technical writing and training as well as providing infrastructure support and Level I technical support for enterprise applications. It is expected that you will be proficient with spreadsheets and presentation software.

This position reports to the IT Director.

### **Education/Experience:**

A Bachelor's degree with at least two years of IT work experience with business process analysis, supporting cloud-based applications, customer service, basic IT troubleshooting skills, writing technical documentation, and conducting training. Meeting management skills using tools like Google Meet/Zoom are essential.

Experience with Learning Management Systems (LMS), Student Information Systems (SIS), administrative systems (CRMs like Salesforce, Raiser's Edge NXT), cloud computing collaboration and productivity tools (Google Workspace, Microsoft Office). Familiar with report writing and query functions.

Raiser's Edge NXT Pro Certification and experience with OBS Studio and DaVinci Resolve would be a plus to have.

**Location:** Charles Town, WV

**Salary Range:** \$50,000 - \$60,000 commensurate with experience

Qualified candidates should submit a resume and statement of interest to Amy Shouse at [ashouse@catholiciu.edu](mailto:ashouse@catholiciu.edu). Resume review will begin December 10th and continue until a qualified candidate is hired.

*Catholic International University does not discriminate against any applicant or student on the basis of sex, race, color, age, national origin, religion, disability, or any other status protected by applicable law.*