

## Job Description

**Job Title** : System Analyst - Academic**Job Location** : Patiala**Position Reports To** : Registrar**Date Verified** :

### Main Purpose

Support the academic department for all their database related queries including data input, storage retrieval & analysis

Qualification	<p>Master's Degree from recognized institute / university with minimum 60% marks in Computer Applications / computer Science /Computer Engineering / Information Technology or equivalent. Equivalence certificate must be issued by AICTE.</p> <p style="text-align: center;">OR</p> <p>B.E / B.Tech Degree from recognized institute / university with minimum 60% marks in Computer Applications / computer Science /Computer Engineering / Information Technology or equivalent. Equivalence certificate must be issued by AICTE.</p>
Experience	<p>Minimum post qualification relevant technical experience of 4-6 years</p> <p><b>Candidates with lesser experience can apply but the designation for lesser experience will be "Executive (Technical)"</b></p>
Competency	<p>Service Orientation, Excellent inter-personal skills, Excellent communication skills - both written and verbal, Planning &amp; organizing skills, Ability to do multiple-tasking, Team working skills, Problem solving skills, Analytical Thinking, Process Oriented thinking</p>

### Relationships

- **Reports To:** Registrar
- **Internal Relationships:** Closely works with Department Coordinators for various activities, Academics & Students.

### Specific Accountability & Job Responsibility

- Responsible for the migration of academics from the existing ERP system to the new ERP system.
- Responsible for the integration of the data within ERP System ensuring consistency of formats. Work closely with internal & external teams to coordinate consistency in reporting & from the ERP System.
- Accountable to successfully execute ERP operation functions across both campuses on a day-to-day basis
- Creating & submitting Reports from ERP system on periodically basis.
- Verifying data and correct data where necessary.
- Co-ordinate with IT Administrator and take a daily back-up of the ERP Package.
- Exporting reports from System to Excel & make presentable with the help of formulas, vlookup, hlookup.
- Comply with data integrity and security policies.
- Coordinate primarily with other teams such as - Commercial, Procurement, Stores, Accounts, Projects, HR & Administration etc. to establish ERP linkages .
- Providing Training on ERP Software usage to the existing team and new hires.

### Compensation

Compensation will not be a constraining factor and will be the best in the sector.

Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by 05<sup>th</sup> Sept 19.