

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2025**

**SYSTEM ANALYST – INTEGRATION AND IHUB**

**FLSA STATUS: EXEMPT      PAY GRADE:-25-P**

**JOB FAMILY: INFORMATION TECHNOLOGY      JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Integration and iHub Analyst develops, implements, and supports the PeopleSoft Integration HUB (or replacement landing pillar) and its integrations with the PeopleTools Suite and external applications. This position oversees upgrades of iHub versions, PeopleTools, and manages external integration requirements. The System Analyst also assists with training plans related to the design and rollout of any iHUB and integration projects ensuring effective knowledge transfer and user adoption.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Helps manage respective PeopleSoft HUB/FSCM/HCM/CS modules to deployment including driving all related project tasks, objectives, and milestones. Coordinates deployments, upgrades, and customizations with external vendors

Provides business process design, configuration analysis, and documentation for any new PeopleSoft functionality, features, and upgrades. Architects and implements custom solutions within PeopleSoft's HCM, iHub, FSCM, and CS modules.

Performs Integration Broker configuration, administration, and development.

Serves as a liaison between client functional and technical staff to ensure effective communication and project execution.

Maintains expert knowledge of PeopleSoft concepts, business practices and procedures, familiarity with databases, general hardware characteristics, and client-server concepts. Ensures data security and integrity.

Provides project estimates for changes in business processes and/or additional new functionality. Tracks, escalates, and documents project risks, issues, decisions, and changes to scope.

Works with software vendor to report and resolve defects in delivered functionality.

Guides test preparation including test scenario and test script review and creation, and leads testing execution for the various test cycles.

Creates input for communication and change management strategies to ensure smooth transitions.

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Completes functional specification documentation per standards. Reviews and analyzes PeopleSoft workflow and documents any changes and/or recommendations.

Provides software systems support to college-wide end users to support student success.

Performs other related duties, as required.

### **SUPERVISION RECEIVED:**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED:**

Supervision may be exercised over assigned staff.

### **MINIMUM QUALIFICATIONS:**

Associate degree from a regionally accredited college or university supplemented by five (5) years of combined experience in PeopleSoft interaction hub, integration broker, and/or FMCS/HCM/CS application integration.

### **PREFERRED QUALIFICATIONS:**

Bachelor's degree from a regionally accredited college or university supplemented by two (2) years of experience with PeopleSoft in a Higher Education environment and experience with Fluid User Interface.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**Effective:** 12/18

**Revised:** 2/03/25