**Analyst II, Distributed Services**

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

[Forbes Ranks U of G Among Canada's Top Employers](#) [1]

**Professional/Managerial Group**

**Analyst II, Distributed Services**

**Office of Research**

**Temporary full-time from April 1, 2016 to September 30, 2017**  
**Temporary absence of the regular incumbent**

**Hiring #: 2016-0109**

Please read the [Application Instructions](#) [2] before applying.

Reporting to the Managing Director, Research Operations, the Analyst II, as part of a team of professionals, will be responsible for investigating, developing, enhancing and supporting specific IT programs, systems and services for the Office of Research.

Responsibilities include: collaborating with Office of Research staff to understand the business strategic direction of the department as well as the IT needs to support this direction; contributing to the development of the IT strategy for the Office of Research, keeping in mind long term sustainability, scalability and interoperability with other systems and implementing robust solutions to streamline the Office of Research business processes. This client interfacing position encompasses a wide range of skills including: solid technical analysis; strong problem analysis; project management; database maintenance and administration; training and supporting web-based systems and databases that meet Office of Research specific needs; web site development, enhancement and maintenance; generating reports and extracting information from Office of Research systems as required; and liaising and working with Computing and Communications Services and 3rd party vendors.

Requirements of the position include: an Undergraduate Degree in Computing or related field and up to three years relevant experience or an equivalent combination of education and experience. Advanced technical skills in ColdFusion, PHP, CSS, HTML, Dot Net, PL-SQL and Oracle Forms are required. A solid knowledge of Linux, Windows Server, MySQL, SQL Server and Oracle databases is also required. Understanding of web content management systems such as Drupal is essential. The ability to understand and utilize standards and best practices in web development (such as AODA and WCAG 2.0) is an important factor in the success of this position. The ability to effectively communicate across all levels of the department is vital. Strong project planning and project execution skills will be required. Familiarity with University of Guelph campus IT systems and processes and knowledge of Audio/Visual systems (eg sound mixing, projectors, etc.) are assets.

**Covering Position Number**  545-040  
**Classification**  P03  
[Professional/Managerial Salary Bands](#) [3]

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[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply