

**The Nevada System of Higher Education  
Position Announcement  
For  
Senior Business Analyst**

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of **Senior Business Analyst, Payroll/Time Tracking**. This is a renewable, full-time, non-tenured, administrative position and reports to the Payroll/Time Tracking Lead. The two new positions will be located at the System Computing Services (SCS) Data Center in either Reno or Las Vegas. The NSHE is comprised of eight institutions: two universities, a state college, four community colleges, and a research institute. The public system of higher education in Nevada serves over 105,000 students statewide and 12,000 employees.

The Senior Business Analyst assists NSHE stakeholders in identifying and documenting their business processes, and recommends refinements and improvements to those processes. The Senior Business Analyst also provides user support in complex problem analysis and resolution; designs and develops reports and data extracts that support campus business processes; develops technical specifications that support application customizations/modifications; assists in quality assurance testing of application customizations/modifications and application upgrades.

The position serves as a bridge between the campus functional and the SCS technical areas, and so he/she will have an excellent higher education functional knowledge as well as a strong technical background.

**STARTING SALARY:** Grade C

**APPROXIMATE STARTING DATE:** September 1, 2017

**MINIMUM QUALIFICATIONS:** A minimum of a Bachelor's Degree in Computer Science, Information Systems, Business or a related field from an accredited institution is required with three (3) years of directly applicable experience and progressively responsible business analysis experience (or) a Master's Degree from an accredited institution with one (1) year of directly applicable experience and progressively responsible business analysis experience. Alternatively, ten (10) or more year's direct information technology working in related field and/or experience in a large corporation or university with at least two (2) years of formal education or training in a related field may be substituted for a Bachelor's Degree. Background and experience in higher education and/or expertise for a large enterprise or university is preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Successful candidates must possess the following knowledge, skills and abilities. Applicants must address each of the following in their letter of application when applying for this position.

- Knowledge of key business functions in higher education in Payroll/Time Tracking and/or administrative services such as accounting, procurement, and budgeting.
- Knowledge of information systems in higher education to support the functions above.
- Ability to translate business process redesign and automation into administrative efficiencies.
- Ability and experience in aligning data, policies, workflows, and information systems.
- Ability to learn new technologies and the flexibility to adapt them to NSHE IT processes.
- Ability and experience in addressing technological, organizational and services challenges.
- Ability to work with diverse individuals in a tactful, productive manner.
- Excellent oral and written communication skills, specifically with respect to consensus building, presentation of ideas and plans, and project participation.
- Excellent interpersonal skills and an end-user service orientation.

**RESPONSIBILITIES:** The duties of this position will include, but not be limited to, the following areas of responsibility within System Support Services:

- The Business Analyst is responsible for understanding the client's business processes and the capabilities of the business applications used by NSHE institutions. By understanding the impact of the client's processes on application capabilities, the incumbent can help the client solve their business problems in the most efficient and effective manner.
- As both the functional expert and the developer of technical specifications, the Business Analyst is an integral component in the creation of the technical solutions for identified client business needs.
- The Business Analyst assists the client in developing effective testing scripts and ensures that applications are well tested.
- As a key player in IT projects, the Business Analyst, led by a senior IT team member, will participate on and provide input to IT projects.
- The Business Analyst is the liaison between the campus functional user and the SCS technical staff. Turn business requirements into technical specifications for IT staff members to use the technical specifications to modify existing or develop new application functions.

Limited travel with overnight stays may be required in support of activities related to the position.

**TO APPLY:** The application process will be handled through the Consensus on-line search process.

Application materials must include a current resume, detailed cover letter, and names, addresses and telephone numbers of four professional references willing to be contacted. Applicants should fully describe qualifications and experience, since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. The review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via on-line application at <https://hrsearch.nevada.edu/>. For assistance with NSHE's on-line applicant portal, contact Lori Mandracchio at (702) 889-8426 or [lori\\_mandracchio@nshe.nevada.edu](mailto:lori_mandracchio@nshe.nevada.edu).

**Application Deadline:** Applications may be submitted until the position is filled; however, to ensure full consideration, applications should be submitted by **August 3, 2017**.

For more information about the Nevada System of Higher Education, please visit our website at [www.nevada.edu](http://www.nevada.edu). The Nevada System of Higher Education hires only United States citizens and aliens lawfully authorized to work in the U.S. The NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity, or gender expression.