

**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**. This is a renewable, full-time, non-tenured, administrative position and reports to the Assistant Director, Information and Application Services. The position 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 100,000 students statewide.

The Nevada System of Higher Education (NSHE) System Computing Services (SCS) provides application support for the Oracle PeopleSoft Campus Solutions, Portal and Business Intelligence applications for the Shared Instance institutions. The Shared Instance institutions consist of the College of Southern Nevada (CSN), Great Basin College (GBC), Nevada State College (NSC), Truckee Meadows Community College (TMCC) and Western Nevada College (WNC).

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.

SALARY GRADE C: \$60,000 minimum starting salary and benefits package that includes health, dental, vision, life, and retirement (subject to mandatory salary reduction and unpaid leave).

Actual starting salary may be adjusted to maintain internal equity with overall experience, training and qualifications of the successful candidate considered.

APPROXIMATE STARTING DATE: March 01, 2017

MINIMUM QUALIFICATIONS: The successful candidate must have a Bachelor's degree from a regionally accredited institution. In addition, the successful candidate must have at least five years of experience in business analysis. Alternatively, the successful candidate must have ten or more years of direct experience in higher education, where at least five years of that time involved business analysis, may be substituted for a Bachelor's degree. Work experience in higher education is preferred. Experience in a higher education functional environment such as in student enrollment services, student records, financial aid or student administrative services can serve as replacement or supplemental experience in place of business analysis experience.

Preference may be given to candidates with specific technical expertise as it relates to Oracle's PeopleSoft Campus Solutions 9.0, PeopleTools 8.53, and PeopleSoft Portal 9.1 and PeopleSoft Student Financial Aid business processes.

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.

- Excellence in the following is required: analysis and problem solving skills, creativity, verbal and written communication skills, tact, interpersonal skills, ability to function on a team, ability to understand the technical aspects of the information technology services industry.
- An understanding of key business functions in higher education (e.g. student financial aid, recruiting, admissions, registration, student financials and advising).
- An understanding 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.
- Creative ability and experience in addressing technological, organizational and services challenges.
- 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.
- Ability to work with diverse individuals in a tactful, productive manner.

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

- The Senior Business Analyst must be able to understand the client's business processes and the capabilities/limitations of the business applications used by NSHE institutions and supported by SCS. By understanding the impact of the client's processes on application capabilities, the incumbent can make recommendations that 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 Senior Business Analyst is an integral component in the creation of the technical solutions for identified client business needs.
- As a key holder of both business process and application knowledge, it falls to the Senior Business Analyst to effectively communicate user needs to the IT community, to align stakeholder expectations with resource availability and application capabilities, and to keep all involved parties informed and coordinated on project progression. The Senior Business Analyst also will be a Project Lead for IAS on many IT projects that have a direct impact on the business applications SCS supports.
- The Senior Business Analyst assists the client in developing effective testing scripts and ensures that applications are well tested.
- The Senior Business Analyst is the liaison between the campus functional user and the SCS technical staff. They turn business requirements into technical specifications so that other IT staff members can use these technical specifications to modify existing or develop new application functions. The Senior Business Analyst also will review technical specifications developed by junior staff.
- Communicate with SCS colleagues and with campus customers throughout the processes of designing, developing and maintaining applications.

Non-standard work hours, travel, and 24/7 on-call support responsibilities are required to perform assigned duties.

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.

Application Deadline: Applications may be submitted until the position is filled; however, to ensure full consideration, applications should be submitted by February 12, 2017.

For more information about the Nevada System of Higher Education, please visit our website at 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.