

**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 Financial Business Analyst. 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 continues to experience growth with significant challenges and opportunities in serving over 100,000 students and 12,000 employees.

This is a renewable, full-time, non-tenured, administrative position that will report to the iNtegrate Project Financial Lead. The position will support the NSHE iNtegrate2 Project implementation and provide ongoing support of Workday's cloud-based administrative solution that will provide and integrated Human Resources, Payroll, and Financial Management system for the Nevada System of Higher Education. The position may be located in either Reno or Las Vegas Nevada.

**SALARY GRADE:** 6

**APPROXIMATE STARTING DATE:** September 1, 2016

**MINIMUM QUALIFICATIONS:** The successful candidate must have an earned Bachelor's degree from an accredited institution or equivalent specialized qualifying experience. A minimum of three years progressive experience directly applicable to the position is required. Preference will be given to candidates who have experience in Higher Education Financial Systems.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Successful candidates must possess the following knowledge, skills and abilities. It is recommended that applicants for this position address each of the following items in the letter of application:

**KNOWLEDGE**

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- Knowledge of key business functions in higher education such as student enrollment services (e.g. recruiting, admissions, registration, financial aid, student financials, retention, advising), human resources (e.g. recruiting, applicant processing, staff development, payroll, employee records) and administrative services such as accounting, procurement and budgeting.
- Knowledge of information systems in higher education to support the functions above.

**ABILITY**

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- 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.

## SKILLS

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- 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, assisting NSHE stakeholders in identifying and documenting their business processes, and suggest refinements and improvements to those processes. The Business Analyst also provides user support in complex problem analysis and resolution; designs and develops reports and data extracts that support business processes; develops technical specifications that support application customizations, and assists in quality assurance testing. The position serves as a bridge between the campus functional, internal and external project team members, and the SCS technical areas.

**TO APPLY:** The application process will be handled through the Consensus Search 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 <http://system.nevada.edu/Careers/index.htm>. 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 7, 2016.

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.