The Nevada System of Higher Education
Position Announcement
For
Workday Security Analyst

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Workday Security Analyst. This is a renewable, full-time, non-tenured, administrative position and reports to the iNtegrate2 Technical Team Lead. The position will be located in Reno or Las Vegas Nevada. 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 new position to support the NSHE iNtegrate2 Project implementation and continuing support of Workday’s cloud-based administrative solution that will create a unified Human Resources, Payroll and Financial Management system for the Nevada System of Higher Education.

SALARY RANGE: 6

APPROXIMATE STARTING DATE: May 1, 2016

MINIMUM QUALIFICATIONS: Successful candidates must have an earned Bachelor’s degree in Information Systems or a related field with three years of directly applicable experience. Alternatively, ten or more years of direct experience in Enterprise Resource Planning (ERP) systems (PeopleSoft, SAP, Oracle, Salesforce, Netsuite, Taleo, or other SaaS and On-Premise ERP systems) with security and at least two years of formal education or training in a related field may be substituted for a Bachelor’s degree.

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:

Required Skills:
• Strong analysis and ability to creatively solve complex problems
• Excellent verbal and written communication skills
• Strong interpersonal skills and tact
• Ability to function in a team
• Ability to understand the technical aspects of the information technology services provided by SCS
• Ability to understand SCS resources and procedures

Preferred Skills:
• 5+ years implementing security solutions with ERP software
• 5+ years Human Resource, Payroll or Financial software application experience
• Some XML, XSLT, Java or other integration technologies
• Workday, PeopleSoft, SAP, Oracle, Salesforce, Netsuite, Taleo, or other SaaS and On-Premise ERP systems

The successful candidate must have the ability and interest to learn new techniques, tools and methodologies.

RESPONSIBILITIES: The major purpose of this position is to contribute to the iNtegrate2 project implementation including Human Capital Management and Financial Management. The position’s role will include:
• **Research, Design and Analysis** - Learning the business processes, supervisory structure and organization types so that the proper security groups and roles can be designed and deployed to the NSHE user community. Work with NSHE and campus integration developers to design appropriate security for all interfaces to/from Workday.

• **Build & Test Security Configurations** - Build and test the security configurations as designed. Work with the user groups to ensure that the security configurations meet requirements and only allow user’s proper access to data appropriate for their positions. Ensure security designs and build properly secure and work for all Workday integration points. Accurate, efficient, understandable and easy to use security that impacts the productivity, efficiency and accuracy of NSHE member institutions’ business practices.

• **Communication** - Communicate with SCS colleagues and with campus customers throughout the processes of creating and maintaining applications. Communication with customers is essential in designing an application and assessing its success. Communication with the SCS programming, operations, systems and customer services staff is essential in forging the team support required for successful service to customers. For customer satisfaction and productivity, it is essential to understand the NSHE customers’ business processes and goals and how available IT applications can facilitate those processes and goals.

**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](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.

**APPLICATION DEADLINE:** Applications may be submitted until the position is filled, however, to ensure full consideration, preference will be given to applications submitted by **April 3, 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.