

## **Business Systems Analyst (50% time contract position)**

**Job Category:** Computing/Information Technology

**Unit:** Student Affairs

**Position Code:** SSA8526A

**Status:** Open

**Closing Date:** 11/27/2018

**Salary:** \$24.66 - \$28.73 hourly

**Location:** Merced

### **Background**

**check:** Background check is required

**Description:** Reporting to the Director of the Enrollment Management Systems, this position will be dedicated to the development and upgrades data gathering and data management tools for ILTI (Innovative Learning Technology Initiative) as part of the service provision agreement between UC Merced and UCOP. Serving as a Business Analyst, the primary responsibilities include: working closely with the administrative team in admissions to ensure the integrity of the applications and data stored in the system; partnering with the campus Information Technology Department (IT) to coordinate system improvements and upgrades, testing, conversions, and implementations of department-maintained systems.

Make recommendations for Equipment Innovations, assist in the design, creation, maintenance and evaluation of processes, including the development of standard reports, dashboards, forms; gathering and presenting functional systems requirements. Providing end user training and technical support to staff.

Key Responsibilities:

Business Systems Analysis

Data Management

Programming, Debugging and System Analysis

Provides Technical Support and Training

Web Page and Merges Technology to Outreach Applications

**Qualifications:** • Bachelor's degree in related area and one year of progressively responsible related experience or equivalent experience/training required.

- Demonstrated ability to work with others from diverse backgrounds required.
- Intermediate knowledge of related areas of IT required.
- Self-motivated and works independently and as part of a team required.
- Able to learn effectively and meet deadlines required.
- Demonstrates problem-solving skills required.

- General knowledge of business and process analysis functions required.
- Knowledge relating to software design required.
- Demonstrated testing and test planning skills required.
- Skills associated with analysis of processes and issues of moderate scope, information flow and architecture required.
- Demonstrated effective communication and interpersonal skills required.
- Demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization required.
- Interpersonal and communications skills to work with both technical and nontechnical personnel at various levels in the organization required.

**To Apply:** Please complete a UC Merced [application](#) and email along with resume and cover letter to [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu). Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu) or call 209-228-8247.

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at <http://smokefree.ucmerced.edu>

**E-Verify:** Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check. [More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>