



CORE Technology Services

- Position Title:** HRMS Business Analyst
- Position #:** 00100439
- # of Openings:** 1
- Salary:** Minimum starting annual salary \$52,000+ per year or commensurate with experience/full-time, exempt (from FLSA overtime), benefited position in the 3000 broadband
- Location:** Fargo, ND (preferred)
- Closing Date:** Applications received by April 16, 2018 will receive first consideration. Open until filled.
- Description:** The HRMS Business Analyst is responsible for working with personnel from the 11 NDUS institutions, System Office and Core Technology Services personnel in the maintenance, development, and enhancement of the PeopleSoft HR systems. The Human Resources Business Analyst provides functional expertise for the development, implementation, and support of the Human Resources software system to support NDUS business objectives. This is primarily a business, not a technical, position supporting all of the Human Resources modules. Training for this position is in Fargo, ND.
- Minimum Qualifications:**
- Bachelor's Degree in Business Administration or related field, or equivalent combination of education and experience.
 - 5+ years of experience in Human Resources, Benefits, and/or Payroll.
 - Demonstrated experience with large HR ERP application software.
 - Advanced understanding of HR, benefits and payroll principles.
 - Demonstrated ability to help an organization implement cost-effective technology solutions and resolve problems through troubleshooting, analysis and/or business process redesign.
 - Ability to provide and uphold excellent customer service standards.
 - Excellent oral and written communication skills coupled with an established track record for functioning as a strong team member.

Preferred Qualifications:

- Experience administering benefit programs.
- Experience in Higher Education.
- Previous experience and/or expertise related to PeopleSoft HRM Systems.
- Experience developing training materials and delivering training content.

To Apply:

Applicants should submit 1). a cover letter **specifically addressing the advertised** qualifications 2). a current resume 3.) the names and contact information (including telephone numbers and e-mail address) of three professional references, either electronically (preferred) to jane.grinde@ndus.edu or by mail to

NDUS

**Attention: Jane Grinde
600 E Boulevard Ave, Dept 215
Bismarck, ND 58505-0230**

by the close of business on the date as listed above. Applicants who are residents of ND and eligible to claim veteran's preference must include Form DD214 with the application for employment; claims for disabled veteran's preference must include Form DD214 and a letter less than one year old from the Department of Veterans' Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate and a letter less than one year old from the Department of Veterans' Affairs indicating disability, or the veteran's death certificate. Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal background check. Applicants must be eligible to work in the U.S. and I-9 employment certification is required at hire.

Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Jane Grinde at (701) 328-4217, or e-mail jane.grinde@ndus.edu. TTY Number 1-800-366-6888.

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.

Applications for public employment will be confidential unless deemed a finalist. Public entities including the State Board of Higher Education and NDUS institutions shall determine finalists for open positions consistent with N.D.C.C. Section §44-04-18.27. Applications for public employment of non-finalists and any records related to those applications which contain information that could reasonably be used to identify an applicant are confidential.

Equal Opportunity Employer: The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

THE NORTH DAKOTA UNIVERSITY SYSTEM was organized in 1990. It is made up of 11 public colleges and universities governed by the State Board of Higher Education. The NDUS is composed of two doctoral-granting institutions (NDSU and UND), two master's granting institutions (MISU and VCSU), two universities that offer baccalaureate degrees (DSU and MASU), and five campuses that offer associate and trade/technical degrees (BSC, LRSC, MISUB, NDSCS and WSC).

The GRAND FORKS community offers an environment with the great amenities offered in larger urban areas, and the safety and convenience of a small community. Greater Grand Forks is an impressively cosmopolitan city, boasting a regional population of roughly 98,000 spanning two states. Some of the features that make the community a great place to live are diverse educational

opportunities, safety and low crime rate, parks and theaters, and a cost of living considerably lower than that found in large cities. To learn more about the community's quality of life, visit www.gfchamber.com

FARGO has been named one of the most desirable places in the country to live by Money magazine. Located in the rich farmlands of the Red River Valley, the Fargo-Moorhead community (population 208,000+) has many qualities that contribute to this reputation, including highly-respected educational opportunities, advanced medical technology, a progressive business community, numerous cultural and arts opportunities, a clean environment and good-hearted, friendly people. Fargo's revitalized downtown has gained recent national publicity through such media outlets as the Los Angeles Times, The Today Show, National Public Radio and MSN.com. To learn more about the community's quality of life, visit www.fmchamber.com.