



CORE Technology Services

Position Title:	Campus Solutions Business Analyst Campus Community/Admissions/Recruitment
Position #:	00100750
# 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:	Grand Forks, ND
Closing Date:	Applications received by July 18, 2018 will receive first consideration. Open until filled.
Description:	Reporting to the Director of Campus Solutions, the Campus Community/Admissions/Recruitment Business Analyst is responsible for working with personnel from the 11 North Dakota University System Admission offices in conjunction with all other Student Services offices and campus users from all other modules and appropriate Board of Higher Education personnel in the maintenance, development, and enhancement of the Campus Solutions system. The Campus Community and Admissions analyst is expected to take a lead role in projects for which he/she is responsible and to ensure business requirements are defined and met.

Although this is a non-technical position and many business problems have non-automated solutions, the Business Analyst requires a high level of technical aptitude to ensure accurate problem analysis. The Business Analyst is responsible for reviews of potential solutions including making the best use of the current system. This person acts as an effective liaison with technical staff, management, end-users and vendors. This person is responsible for ensuring system user needs are properly represented to technical staff and technical considerations are properly represented to the user community. This dual communication ensures the Business Analyst adequately represents both communities in decision making.

Minimum Qualifications:

- Bachelor's degree in business, education, or a related field or equivalent combination of degree and work experience.
- 5+ years of professional experience working in admissions or recruitment
- Knowledge and experience training users on computer systems
- Demonstrated ability to conduct fit/gap sessions, business process analysis, table setup and maintenance.

- Proficient and a thorough understanding of Microsoft Office products, including Microsoft Excel.
- 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 working with student information systems
- Experience working with a higher education online recruitment system.
- Experience with IT troubleshooting.
- Experience working with PeopleSoft.

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.