



CORE TECHNOLOGY SERVICES

Position Title:	Application Analyst
Position #:	00100996
Salary:	Minimum starting annual salary \$53,000+ per year/full-time, exempt (from FLSA overtime), benefited position in the 3000 broadband
Location:	Grand Forks, ND
Closing Date:	Applications received by 5:00 p.m. on October 17, 2018 will be given first consideration. Screening for this position will begin on October 18, 2018. Open until filled.
Description:	The Application Analyst is part of the Enterprise Services Applications team tasked with delivering enterprise level applications for the University system and its constituents. This position is responsible for collecting, analyzing, evaluating needs of the North Dakota University System and its institutions, and advanced solutions in a document imaging system or any other relevant application software that may best suit the specifications. The Application Analyst provides system-level support of multi-user operating systems and software applications, including design, installation, configuration, maintenance, and integration of these systems and identifies alternatives for optimizing computer resources. The lead business applications manager will supervise work assignments. Occasional travel in North Dakota required.

Minimum Qualifications:

- Associates degree in Computer Science or a related IT field or equivalent combination of education and 4 years of work experience in the IT field.
- 2 years of experience in requirement gathering, documentation, functional design, testing, and support of technology solutions.
- 3 years of proven experience in application administration in a large multi-faceted organization, including helpdesk/desktop support.
- Working knowledge of relational databases and client-server concepts.
- Previous experience working in operating systems support: Windows OS and Mac OS including command line experience.
- Previous experience writing technical instructions in the use of programs and/or program modifications and to communicate technical guidance and instruction to users.
- Demonstrated problem solving skills
- Demonstrated verbal, written, and interpersonal skills
- Ability to think creatively, quickly learns new technologies and languages, and adapt to changes.
- Must be willing to travel in-state.

Preferred Qualifications:

- Experience with enterprise level multi-tiered deployment environments (Dev, Test, Stage, Production)
- Experience with creation and modification of scripts (i.e. javascript, PowerShell)
- Experience working in a higher education setting or the North Dakota University System
- Experience working with a content management system.
- Experience working with outside vendors in troubleshooting or finding better solutions.

To Apply: Applicants should send a cover letter **specifically addressing the above qualifications**, a current resume, and 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 closing date stated above. Applicants who are residents of North Dakota 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 time of 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