NORTH DAKOTA
UNIVERSITY SYSTEM
ACCESS. INNOVATION. EXCELLENCE.

CORE TECHNOLOGY SERVICES

Position Title:	**Application/Business System Analyst**
Position #:	**00100363**
# of Positions:	1
Salary:	Minimum starting annual salary $54,000+ 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 September 25, 2019 will be given first consideration. Screening for this position will begin on September 26, 2019. Open until filled.
Description:	The Application/Business Systems Analyst will be responsible for collaborating with connected application support staff to resolve account and access issues. Related duties also include conducting research on Identity System for overall enhancements, provide technical guidance and collaborate with IAM team members, CTS teams, other NDUS institutions to ensure the smooth implementation and use of the NDUS IAM system. Other responsibilities include testing, problem determination, resolution and support in respect to the NDUS Identity System. This position will also conduct data analyst, prepare status reports, develop documentation, serve on designated projects, and perform related duties as assigned. This position is located in Grand Forks, ND.

Minimum Qualifications:
- Bachelor's degree in a related field or equivalent education plus work experience in related field.
- 5 years of related work experience
- Possesses skills to oversee and troubleshoot enterprise system on daily basis.
- Excellent troubleshooting and problem-solving skills.
- Must be able to communicate effectively and maintain excellent working relationships verbally and in writing with a wide variety of users, co-workers, supervisors, subordinates, and liaisons between teams.
- Requires strong organizational skills and demonstrated ability to adjust to an ever-changing environment
- Experience working with server security requirements such as PCI, HIPAA, FERPA, etc.
- Excellent customer-focused skills.
- Good written and oral English language skills with experience writing technical and user documentation.
- Ability to work on multiple projects and learn new concepts/technology quickly.
- Able to work off hours when required.

Preferred Qualifications:
- Data Analyst experience
- Experience with MicroFocus IDM or similar IDM system.
- Previous experience working in Higher Education
- Familiarity with Excel, Oracle, LDAP
- Project Management Experience
- PowerShell Experience

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 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. There is no sponsorship available for this position.**

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