**Student Analyst, CASS Software Development Group**

**Please see Special Instructions for more details.**

When applying you will be required to attach the following electronic documents: 1) A Resume/Vita 2) A cover letter indicating how your qualifications and experience have prepared you for this position. For additional information please contact: Kai Lu: Kai.lu@oregonstate.edu This is a pooled posting. This position is open until filled.You may or may not be contacted if you have not been selected. OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Note: All job offers are contingent upon Human Resources final approval.

**Position Details**

**Position Information**

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| **Position Title** | Student Information Technology |
| **Job Title** | Student Analyst, CASS Software Development Group P03308SE |
| **Appointment Type** | Student Employee |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 50 |
| **Appointment Basis** | 12 |
| **Min Hourly Rate** | $11.50 |
| **Max Hourly Rate** | $16.50 |
| **Position Summary** | This is a pooled posting. That means it will stay open for several months and we will pull applicants from the “pool” for interviews as openings occur, until the closing date.  The Center for Applied Systems and Software (CASS) exists as a student internship program. Hourly students are hired and trained, by full time developers or student managers, to perform computer hardware and software testing, and/or development projects. Student internships average 1-3 years in length and most graduates are hired by technology companies. In addition to the technical and development skills students gain, they also learn how to work as a member of a team, gain an appreciation of the importance of deadlines, and other facets of running a business such as planning, budgeting, resource allocation, documentation and communication.  This position is responsible for reporting to work at scheduled time and reporting to their scheduled CASS manager. |
| **Position Duties** | You will be working in a development environment. Each day, students receive their assignments from the full-time development staff. These assignments are relative to the projects currently being done by the CASS. Students are expected to keep up with these assignments and to be able to finish them in a reasonable amount of time. They should be able to work in a team environment comprised of students and staff members |
| **Minimum Qualifications** | Employment Eligibility Requirements (<http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements>) |
| **Additional Required Qualifications** | —Must be proficient in technical writing. —Must be able to analyze and document business processes and system logic. —Must be proficient with MS Office and other business software packages. —Need to have at least 9 months of schooling left |
| **Preferred (Special) Qualifications** | Would like the applicant to have work experience, (volunteer work can count) |
| **Working Conditions / Work Schedule** | Typical work schedule is at least 2-hour-consecutive periods between 8am – 6pm Monday –Friday. Students are expected to work on site. Minimum 15-hours per week during academic term. |

**Posting Detail Information**

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| **Posting Number** | P03308SE |
| **Number of Vacancies** | 2-6 |
| **Anticipated Appointment Begin Date** | 04/02/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 02/20/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 06/30/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / Student - open to ALL qualified/eligible students |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A Resume/Vita  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  For additional information please contact: Kai Lu: Kai.lu@oregonstate.edu  This is a pooled posting. This position is open until filled.You may or may not be contacted if you have not been selected.  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  Note: All job offers are contingent upon Human Resources final approval. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. When do you anticipate graduating? For instance June 2020.

(Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**