**Business Analyst**

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

**Applications will be reviewed and considered as opportunities arise.**  
When applying you will be required to attach the following electronic documents:

1) A resume/CV; and

2) A cover letter indicating how your qualifications and experience have prepared you for this position.

You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.

For additional information please contact: Danny Hough at Danny.Hough@oregonstate.edu

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.

OSU will conduct a review of the National Sex Offender Public website prior to hire.

 OSU is a fair chance employer committed to inclusive hiring. We encourage applications from candidates who bring a wide range of lived experience including involvement with the justice system. This job has “critical or security-sensitive” responsibilities. If you are selected as a finalist, your initial job offer will be contingent upon the results of a job-related pre-employment check (such as a background check, motor vehicle history check, sexual misconduct reference check, etc.). Background check results do not automatically disqualify a candidate. Take a look at our [**Background Checks**](https://hr.oregonstate.edu/careers/background-checks) website including the [**for candidates**](https://hr.oregonstate.edu/careers/candidates) section for more details. If you have questions or concerns about the pre-employment check, please contact OSU’s Employee and Labor Relations team at [**employee.relations@oregonstate.edu**](mailto:employee.relations@oregonstate.edu).

**Position Details**

Position Information

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| --- | --- |
| **Department** | Enterpr Prjct Portfolio Mgmt (QFA) |
| **Position Title** | Analyst-IT Systems |
| **Job Title** | Business Analyst |
| **Appointment Type** | Professional Faculty |
| **Job Location** | Corvallis |
| **Benefits Eligible** | Full-Time, benefits eligible |
| **Remote or Hybrid option?** | Yes |
| **Job Summary** | **The Office of the Vice President of Finance and Administration is seeking up to four Business Analysts. These are full-time (1.00 FTE), 12-month, professional faculty positions. These positions are anticipated to last approximately two years with the potential to extend.**  Oregon State University is actively engaged in several strategic initiatives, including projects that support business processes, information technology, and teaching/research activities. The Business Analyst (BA) works as a member of the Enterprise Project Portfolio Management Office and operates within EPPMO guidance and best practices to engage with diverse groups of project stakeholders, subject matter experts, and process users to identify, define, and document business needs to find solutions, make process and technology performance improvements, and plan and manage organizational change. The BA will be able to understand and identify business problems and opportunities, assess the capabilities to carry out change, determine feasible solutions, etc.  EPPMO BA assignments are focused on highly complex, enterprise-wide projects and initiatives for OSU. The BA partners with EPPMO PMs to lead the development and implementation of complex projects to solve problems that may have wide impact, requiring high levels of functional integration and involving multiple disciplines to be managed. The BA may support numerous IT, business, and research/teaching projects simultaneously. In collaboration with the EPPMO PM, the BA is responsible to support designing, planning, implementing, managing, and measuring / tracking success for one or more strategic, complex projects often involving multiple functions, and/or information technologies that serve to enable a variety of business strategies and goals, which can span across the entire University or major portions of it. The strategies and implementations of each project will adhere to EPPMO standards and processes.  This position will play a pivotal role in ensuring understanding of business requirements. The BA will elicit, analyze, specify, and validate the business needs of stakeholders. This includes interviewing stakeholders, facilitating process improvement through the eyes of the customer, and gathering and compiling user requirements to understand where, if and how technology, digitalized processes, and data solutions are needed. The BA will apply proven communication, facilitation, change management, and analytical problem-solving skills to help the unit, or college make informed decisions. This position will also be proactive about working with university leaders and partners to look for innovation, technologies, and processes to help create agility at OSU.  The BA will perform analytical services pertaining to business, technology, data, and research/teaching focused projects with the purpose of developing solutions that may be technical, business/operational, and/or research/teaching-oriented. The BA will serve as a leader of quantitative and qualitative analyses, to include external industry research and will meet and collaborate with teams across the university to gather data/information. This position will work closely with Project Managers, IT partners, and business owners to monitor deliverables and user acceptance (UA) test output and lead internal system quality assurance (QA) testing and user acceptance sign-off processes.  The BA will participate as an active member of the EPPMO team to collaboratively design, and test techniques, tools, processes and templates, ensuring continuous innovation and improvement with a focus on operational excellence. Working within the EPPMO processes, the BA will use data gathered from stakeholder groups, schools, colleges, and departments, and help move the proposed changes through the enterprise change management process.  EPPMO, as a member of the OSU IT community, has a commitment to deliver data as a strategic working asset and to enable data informed decision making across OSU. Leaders and staff will lead by example and use data to inform decision making at all levels in the organization. Persons in technology roles are also expected to design systems with data portability in mind and work within enterprise architecture and privacy guidelines.  EPPMO has a deep commitment to and belief in the strength and value of diversity, equity, and inclusion (DEI) both throughout our team and as an intentional and active practice to advance the vision, mission, and strategic efforts of the entire university. As a member of the EPPMO, the person in this position is expected to foster and promote the values of DEI and demonstrate a commitment to inclusive excellence in their work.  Proactively securing and protecting OSU’s digital assets and information systems is crucial to our missions of teaching and learning, research, and outreach and engagement. All EPPMO and OSU IT professionals have a direct responsibility to provision high quality and secure IT systems and services. Persons in technology roles are expected to be responsive to security related actions and requirements, and to collaborate to find secure ways to support the OSU community |
| **Why OSU?** | **Working for Oregon State University is so much more than a job!**  Oregon State University is a dynamic community of dreamers, doers, problem-solvers and change-makers. We don’t wait for challenges to present themselves — we seek them out and take them on. We welcome students, faculty and staff from every background and perspective into a community where everyone feels seen and heard. We have deep-rooted mindfulness for the natural world and all who depend on it, and together, we apply knowledge, tools and skills to build a better future for all.  **FACTS:**  **•** Top 1.4% university in the world **•** More research funding than all public universities in Oregon combined **•** 1 of 3 land, sea, space and sun grant universities in the U.S. **•** 2 campuses, 11 colleges, 12 experiment stations, and Extension programs in all 36 counties **•** 7 cultural resource centers that offer education, celebration and belonging for everyone **•** 100+ undergraduate degree programs, 80+ graduate degrees plus hundreds of minor options and certificates **•** 35k+ students including more than 2.3k international students and 10k students of color **•** 217k+ alumni worldwide **•** For more interesting facts about OSU visit: [**https://oregonstate.edu/about**](https://oregonstate.edu/about)  **Locations:**   Oregon State has a statewide presence with campuses in Corvallis and Bend, the OSU Portland Center and the Hatfield Marine Science Center on the Pacific Coast in Newport.  Oregon State’s beautiful, historic and state-of-the-art main campus is located in one of America’s best college towns. Corvallis is located close to the Pacific Ocean, the Cascade mountains and Oregon wine country. Nestled in the heart of the Willamette Valley, this beautiful city offers miles of mountain biking and hiking trails, a river perfect for boating or kayaking and an eclectic downtown featuring local cuisine, popular events and performances.  **Total Rewards Package:**  Oregon State University offers a [**comprehensive benefits package**](https://hr.oregonstate.edu/benefits/prospective-employee) with benefits eligible positions that is designed to meet the needs of employees and their families including: **•** Medical, Dental, Vision and Basic Life. OSU pays 95% of premiums for you and your eligible dependents. **•** Free confidential mental health and emotional support services, and counseling resources. **•** Retirement savings paid by the university. **•** A generous paid leave package, including holidays, vacation and sick leave.  **•** Tuition reduction benefits for you or your qualifying dependents at OSU or the additional six Oregon Public Universities. **•** Robust Work Life programs including Dual Career assistance resources, flexible work arrangements, a Family Resource Center, Affinity Groups and an Employee Assistance Program.   Future and current OSU employees can use the [**Benefits Calculator**](https://hr.oregonstate.edu/benefits/new-employees/benefits-calculator) to learn more about the full value of the benefits provided at OSU. |
| **Key Responsibilities** | **Business Analysis and Process Design Facilitation (55%)**   * Support Enterprise Project Portfolio Management including but not limited to intake, prioritization, demand and interdependency management, and operational excellence. * Lead the development of concept papers and business cases, including laying out objectives, options, cost benefit analysis, ROI analysis, resource requirements, stakeholders and the business impact of proposed changes. * Conduct workflow analysis, needs assessments, and preliminary cost/benefit analysis to identify and recommend improvements to business processes to improve innovation, digitalization, efficiency, and reduce operational costs and redundancies, or to provide new operational capabilities * Facilitate teams in the design/redesign of business processes through the lens of the customer using journey mapping and other process improvement techniques and practices * Conduct interviews with university stakeholders to assimilate knowledge and understanding of business problems, operational and technology requirements to document business needs, use cases, processes, user stories, and business system requirements. * Develop, maintain, and implement data reports, models, and structures to support business intelligence, and data system integrations. * Develop, organize, complete, and manage requests for proposals (RFP) and requests for information (RFI) with vendors for complex solutions and/or vendor consultations. * Document detailed business requirements developed from analyses. * Translate process and technical specifications/requirements into informative, user-friendly documentation, guides, and end-user navigation aids. * Assist with the interpretation of user requirements into feasible options and communicate these back to the business stakeholders. * Define, develop, and implement quality assurance (QA) practices and procedures, end-user validation plans, and other QA assessments throughout the university. * Work with OSU teams and stakeholders to gather business requirements from users and create functional requirements as necessary to support project requirements and to enhance services. * Analyze current solutions/processes and identify improvement opportunities that increase efficiencies and effectiveness. * Analyze current state, perform gap analysis, identify opportunities and efficiencies, and establish future state to align with business needs. * Analyze and verify requirements for completeness, consistency, comprehensibility, feasibility, and conformity to EPPMO standards. * Define current and future state business models and build strong, working rapport with customers. * Identify and track escalating issues and risks to project stakeholders in a timely manner. * Create process models, specifications, diagrams, and charts to clarify business processes, identify issues, and provide direction to developers and/or the project team. * Communicate changes, enhancements, and modifications of business requirements, verbally or through written documentation, to project managers, sponsors, and other stakeholders so that issues and solutions are understood.   **Quality Assurance/User Acceptance (20%)**   * Translate business requirements into use-cases and testing scenarios. * Track deliverables and system feature sets against original business requirements to ensure project meets business needs and documented success criteria. * Facilitate user acceptance process, roles, and responsibilities. * Document user acceptance plans and results. * Share lessons-learned to continually improve each test cycle. * Assist stakeholders to document and diagnose issues and develop remediation plans.   **External/Internal Collaboration (20%)**   * Communicate with internal stakeholders using data- and process-models to clarify and validate requirements of project: models include, but are not limited to, use-case diagrams, activity diagrams, and data-flow diagrams using tools such as Visio and Miro. * Assist in conducting research on technical and other business or research/teaching related solutions to meet agreed-upon requirements and to support purchasing efforts. * Collaborate with internal and external stakeholders to develop and maintain relationships that support the University and EPPMO. * Work collaboratively with EPPMO, Project Managers, sponsors, and other members of the project team to ensure objectives within each phase of the project are met through the application of business analysis and change management best practices. * Assist users and key stakeholders with understanding various tools and support processes to facilitate acquisition decisions with feasibility/cost-benefit analysis. * Strong ability to establish a vision that others choose to follow. * Ability to remain flexible while continuing to make meaningful progress * Ability to receive and provide critical feedback, recognizing the need for crucial conversations, obtaining and retaining executive support and decisions, and the ability influence project stakeholders and team members to maintain forward progress of projects despite other competing demands.   **Other Duties as Assigned (5%)**   * Participate in appropriate activities that enhance continuous development of general knowledge of or ability to do assigned work. * Participate in departmental processes and initiatives, including Change Management, Incident Management, etc. * Provide operational support to EPPMO leadership * Other duties as assigned. |
| **What You Will Need** | * Bachelor’s degree from an accredited college or university. * Three years of business analysis experience, which includes experience in elicitation, analysis and prioritization of business and functional project requirements, workflow analysis, needs assessments, design/redesign of business processes, and/or preliminary cost/benefit analysis. * Ability to translate complex or technical concepts to non-technical stakeholders and non-technical requirements to technical or analyst peers. * Ability to obtain International Institute of Business Analyst (IIBA) business analyst certification within 18 months of hire. * Experience identifying opportunities to improve processes using business analysis and/or user experience research skills. * Ability to exercise independent judgment in making decisions concerning work methods, coordinating, and performing multiple and diversified tasks while working with conflicting priorities and deadlines. * Demonstrated ability to understand business strategy, IT systems, process and people change management interdependencies associated with delivering program and project success. * Strong communication, facilitation, and organizational skills. * Ability to create systematic and consistent requirements specifications in both technical and user-friendly language. * Ability to plan, develop and lead quality assurance (QA) testing, demonstrated by experience with active listening, empathizing, organizing, and synthesizing feedback and information. * Experience working with business process improvement projects * Experience defining complex, large scale, or enterprise-wide change initiatives. * Experience working with stakeholders at various levels in an organization. * Excellent listening, interpersonal, written, and oral communication skills. * A demonstrable commitment to promoting and enhancing diversity, equity, and inclusion practices, especially in ensuring the representation of stakeholders and perspectives in information-gathering work.   This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per University Standard: 05-010 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. |
| **What We Would Like You to Have** | * Experience in program or project management * Knowledge of organizational change management practices * Advanced degree from an accredited college or university. * Current business analyst certification. * Lean certification * Training or experience in developing and leading quality assurance (QA) and testing planning, including one of the following: integration testing, functional testing, system testing, stress testing, performance testing, usability testing, acceptance testing. * Demonstrated ability to perform professional work such as research, presentations, and or technical writing. * Demonstrated knowledge of OSU’s core business processes and operations. * Experience with OSU enterprise software applications, including Banner. * Experience working in higher education. * Experience working in a PMO or EPMO * Experience working on IT projects. |
| **Working Conditions / Work Schedule** | * This position usually requires some in-person (hybrid) presence, though a fully remote position with occasional travel may be considered for the right candidate. This position may arrange a flexible work schedule as agreed upon by the employee and supervisor. |
| **Pay Method** | Salary |
| **Pay Period** | 1st through the last day of the month |
| **Pay Date** | Last working day of the month |
| **Recommended Full-Time Salary Range** | $60,288-$105,420 |
| **Link to Position Description** | [**https://jobs.oregonstate.edu/position\_descriptions/98960**](https://jobs.oregonstate.edu/position_descriptions/98960) |

Posting Detail Information

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| **Posting Number** | P07812UF |
| **Number of Vacancies** | 4 |
| **Anticipated Appointment Begin Date** | 04/01/2024 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 02/21/2024 |
| **Full Consideration Date** |  |
| **Closing Date** | 03/22/2024 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | **Applications will be reviewed and considered as opportunities arise.**  When applying you will be required to attach the following electronic documents:  1) A resume/CV; and  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  For additional information please contact: Danny Hough at Danny.Hough@oregonstate.edu  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.  OSU will conduct a review of the National Sex Offender Public website prior to hire.   OSU is a fair chance employer committed to inclusive hiring. We encourage applications from candidates who bring a wide range of lived experience including involvement with the justice system. This job has “critical or security-sensitive” responsibilities. If you are selected as a finalist, your initial job offer will be contingent upon the results of a job-related pre-employment check (such as a background check, motor vehicle history check, sexual misconduct reference check, etc.). Background check results do not automatically disqualify a candidate. Take a look at our [**Background Checks**](https://hr.oregonstate.edu/careers/background-checks) website including the [**for candidates**](https://hr.oregonstate.edu/careers/candidates) section for more details. If you have questions or concerns about the pre-employment check, please contact OSU’s Employee and Labor Relations team at [**employee.relations@oregonstate.edu**](mailto:employee.relations@oregonstate.edu). |

**Supplemental Questions**

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

1. \* After reviewing the OSU mission statement at http://leadership.oregonstate.edu/trustees/oregon-state-university-mission-statement mission and the emphasis on diversity, please state how your background and experience has prepared you to be effective in an environment that values diversity.

(Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. REQUIRED for Verification of Veteran Status (DO NOT upload any unrelated documentation - information uploaded to this field will be removed once reviewed)