**Business Analyst**

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

**NOTE:  Applications will be considered upon submission.**  
  
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: Tracy Elmshaeuser at tracy.elmshaeuser@oregonstate.edu  
  
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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 OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.

**Position Details**

Position Information

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| **Department** | V Pres Finance and Admin (QFA) |
| **Position Title** | Analyst-IT Systems |
| **Job Title** | Business Analyst |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | N/A |
| **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 |
| **Position Summary** | **Finance and Administration is seeking up to 3 Business Analysts. These are full-time (1.0 FTE),12-month, professional faculty positions.**  Oregon State University is actively engaged in several strategic initiatives, including projects that support business process, information technology and teaching/research activities. As a member of the Business Analyst Pool reporting to the Executive Director of the Enterprise Project Portfolio Management Office, the Business Analyst (BA) works within the Enterprise Project Portfolio Management Office’s (EPPMO) guidance within the scope of assigned projects to engage with diverse groups of project stakeholders, subject matter experts, and process users to identify, define, and document business needs in order to find solutions, make process and technology performance improvements, and enact organizational change. The BA will be able to understand and identify the business problems and opportunities, assess the capabilities to carry out change, determine feasible solutions/approaches, define the scope of the solution, and prepare appropriate documentation to present findings.  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, 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, 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, update and test techniques, tools, processes and templates, ensuring continuous innovation and improvement. 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.  OSU IT 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.  UIT 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 UIT community, 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 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 |
| **Position Duties** | **Business Analysis and Process Design Facilitation (55%)**  • 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.  • 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.  • Assist users and key stakeholders with understanding various tools and support processes to facilitate acquisition decisions with feasibility/cost-benefit analysis.  **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. • Other duties as assigned. |
| **Minimum/Required Qualifications** | • Bachelor’s degree from an accredited college or university. • One and one-half years of business analysis experience such as workflow analysis, needs assessments, and/or preliminary cost/benefit analysis • Ability to obtain business analyst certification/training within 18 months of hire. • Experience identifying opportunities to improve processes using business analysis and/or user experience research skills. • Strong 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 and/or IT projects. • Experience working with stakeholders at various levels in an organization. • Demonstrated skills being an active and adaptive learner • Able to exercise independent judgment and act on it. • Excellent problem-solving skills; analytical, creative, and/or mathematical problem-solving. • Excellent listening, interpersonal, written, and oral communication skills. • Ability to effectively prioritize and execute tasks while under pressure. • Strong customer-service orientation. • Experience working in a team-oriented, collaborative environment. • 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 OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |
| **Preferred (Special) Qualifications** | • Advanced degree from an accredited college or university. • Current business analyst 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 knowledge of OSU’s core business processes and operations. • Experience with OSU enterprise software applications, including Banner. • Analytical and statistical skills with the ability to apply them to systems issues and products as required. • Experience working in higher education. |
| **Working Conditions / Work Schedule** | This position, with director approval, is open to fully remote or hybrid work arrangements utilizing online team collaboration tools. Occasional travel may be required. |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | No |

Posting Detail Information

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| **Posting Number** | P06027UF |
| **Number of Vacancies** | 3 |
| **Anticipated Appointment Begin Date** | 11/01/2022 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 09/12/2022 |
| **Full Consideration Date** |  |
| **Closing Date** | 09/08/2023 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | **NOTE:  Applications will be considered upon submission.**  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: Tracy Elmshaeuser at tracy.elmshaeuser@oregonstate.edu  OSU is committed to the health of our local and global community. All employees and students are required to comply with the university’s COVID-19 Vaccination Program. Please visit https://covid.oregonstate.edu/ for additional information about OSU’s plans for safety and success, as well as options for compliance with the vaccination program.  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.  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 OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement. |

**Supplemental Questions**

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

1. \* This position will be required to assist teams in reimagining and redesigning business processes through the customer lens. Please describe how you would approach and facilitate this engagement.

(Open Ended Question)

1. \* One of Oregon State University’s Core Values is Diversity: our ability to welcome, respect and interact with other people. Describe 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. Verification of Veteran Status