Job Class: ITS 3 – Job Posting 31347
Working Title: Business Systems Specialist

Who May Apply: Open to all qualified job seekers
Date Posted: 3/26/2019
Closing Date: 4/9/2019
Hiring Agency/Seniority Unit: Minnesota State - System Office/MAPE
Division/Unit: IT
Option Code: 1745 - Security
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes, occasionally for training and conferences
Salary Range: $27.09 - $44.52/hourly; $56,653 - $92,597/annually
Classified Status: Classified
Option Code: Information Security
Bargaining Unit/Union: 214/MAPE
FLSA Status: Non-exempt
Location: St. Paul
Connect 700 Program Eligible: Yes

Job Summary:
This position is responsible for providing third level, specialized enterprise application production support, training college and university employees in the strategic use of the Minnesota State enterprise Identity and Access Management (IAM) system, writing end-user documentation and testing software changes.

Minimum Qualifications:
Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

- 3 years’ experience in a customer facing role supporting users of client-server, multi-tier or web-based applications, preferably in a higher education setting, as well as testing web-based or client-server enterprise applications.
- Demonstrated troubleshooting skills in an enterprise application including the ability to use investigative tools such as SQL to identify problems and recommend solutions to the development team.
• Techniques to quickly gain subject matter expertise of a business line, including its processes, rules and requirements in order to support users and assist in the analysis and collection of business requirements.
• Expert ability to use MS Office products such as Word, Excel, PowerPoint and Visio so that training and communication materials are intuitive and usable.
• Strong presentation, training, and organizational skills to successfully meet training and documentation objectives.
• Ability to assess skill gaps, individual competency, and job performance to design and deliver training to users of the Minnesota State enterprise systems.

Preferred Qualifications:

• Experience using SharePoint for content and document management.
• An in-depth knowledge and awareness of security and data privacy principles and laws
• Knowledge and awareness of IAM principles, processes and practices.
• Knowledge of Higher Education processes.

Additional Requirements

Successful candidate must be able to pass past-employer reference checks and a criminal history verification.

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's Vehicle use criteria and consent to Motor Vehicle Records check.

Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at http://mn.gov/employee-relations/labor-relations/Labor.

Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: Work at Minnesota State!

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical and dental insurance with low deductibles, a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance,
short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

**How to Apply**


Internal Applicants: Go to Self-Service/Careers.

**Contact**

If you have questions about the position, contact Jessica White at jessica.white@minnstate.edu or 651/201-1845.

**Equal Employment Opportunity**

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.