The University of Wisconsin System is one of the largest systems of public higher education in the country and employs more than 40,000 faculty and staff statewide. The UW System institutions’ combined headcount enrollment exceeds 180,000, and it confers approximately 36,000 degrees each year. The UW System is comprised of 13 four-year universities, 13 freshman-sophomore UW colleges, and a statewide UW-Extension. Two of the universities (UW-Madison and UW-Milwaukee) are doctoral degree-granting institutions and 11 are master’s degree-granting comprehensive institutions. The UW System is governed by a single Board of Regents comprised of 18 members. The UW System head is the President of the System. Together, these institutions are a tremendous academic, cultural, and economic resource for Wisconsin, the nation, and the world.

The Office of Learning and Information Technology Services (OLITS) is dedicated to supporting the use of technology in advancing the teaching and learning mission of the UW System institutions. OLITS has the responsibility for system-wide strategy and collaboration in key areas of Information Technology: overall system-wide IT Planning, technology for teaching and learning, development of major administrative systems, wide area networking, library automation and collections enhancement, and research and development in emerging technologies. For more information on OLITS, please visit our website at: https://www.wisconsin.edu/offices/office-of-administration/office-of-learning-information-technology/#overview. The Information Processing Consultant position is located in Madison, WI.

**Major Responsibilities**

Design, develops, delivers and/or coordinates business intelligence and other analytical training programs for both instructor-led and virtual classrooms. Applies instructional systems design (ISD) methodology to produce instructor-led training (ILT), computer and paper-based training, job aids and other end-user performance support materials. Works on cross-functional teams to analyze end-user performance support needs, and designs, develops and implements solutions. Facilitates communications among the UW System business intelligence teams.

If you are selected for this position you will be responsible for:

- Designing, developing, and delivering training and instructional materials, both synchronous and asynchronous, to support UWBI, the University of Wisconsin System’s business intelligence solution, projects and operations.
- Collaborating with subject matter experts (SMEs) to acquire an understanding of software application and business process concepts and terminology.
- Conducting training needs assessments and task analysis to support ongoing development and improvement of training and support. Interfacing with cross-functional teams to develop course specifications and gather course content, leveraging vendor-provided content and expertise when possible. Work with SMEs to define, write and create content.
- Creating evaluation strategies for training and support programs. Reporting evaluation data as
requested. Administering end-user and train-the-trainer programs.

- Identifying and coordinating special training needs that may be taught by third-party providers.
- Developing and maintaining UWBI documentation and support materials (web, wiki, KnowledgeBase content).
- Facilitating communication between various UW System groups and UW institutions.
- Participating on and providing support to the UW BI Core Team.
- Communicating technical topics regarding the shared UWBI environment to end users. Assist with UWBI-related support inquiries.
- Providing presentations and workshops in support of UWBI and the community of practice.
- Providing consultative onsite training and support to UW institutions as requested.

**Minimum Qualifications**

In order to be considered for this position, a candidate must have the following:

- Bachelor’s degree from an accredited institution.
- Minimum of three years related experience including a working knowledge of best practices in technical education, data warehousing and business intelligence, data analytics, report development, and basic statistics.
- Professional level of knowledge and expertise in adult education and instructional design and development.
- Instructional design experience developing training content for various modalities (e.g. online, live classroom, virtual classroom, eLearning) and knowledge of when and how to apply modalities to meet audience and organizational needs.
- Ability to apply a consultative approach and applicable human performance models to determine training needs. Experience to independently apply all parts of an ISD methodology to small and large scale training requests (e.g. ADDIE)
- Outstanding interpersonal and communication (oral and written) skills.
- A demonstrated commitment to equity, diversity, and inclusion.

**Preferred Qualifications**

A well-qualified candidate will also have the following:

- Advanced degree from an accredited institution.
- Knowledge in the areas of change management, organizational development, training skills, and customer service skills.
- Knowledge of and experience with Oracle Business Intelligence (OBIEE).
- General functional understanding of business processes and operations in a complex organization.
- Knowledge of project management and coordination strategies with an emphasis on group facilitation, managing logistics, assessment methods, and effective communication methods.
- Knowledge of and experience with technology including computer software programs, presentation technology, and web-based systems (such as Adobe Captivate, Blackboard Collaborate, and Articulate).
- Experience working in teams with diverse audiences in an educational environment.

**Conditions of Employment**

This is a full-time, (exempt) academic staff position. The successful candidate can expect to make between $48,337 and $102,000 on an annual basis commensurate with the candidate’s qualifications and experience. UW System employees receive an excellent benefit package: Summary - Faculty, Academic Staff & Limited. Please see this link for total compensation information: UW System Total Compensation Estimator. Special Note: The UW System conducts criminal background checks for final candidate(s).

To ensure full consideration, complete applications must be received by Friday, October 27, 2017; however, applications may be accepted until the position is filled.
Application Instructions
1) Apply online at: https://www.wisconsin.edu/ohrwd/uwsa/careers/current-jobs/
2) Application documents are to be uploaded electronically as one single PDF file in the “Upload a New Resume” section of the online application process. You will NOT submit individual documents in the “Add Attachment” or “Add References” sections of the process. Applications must be compiled into one pdf. The application documents shall include the following documents:
   A. A cover letter specifically addressing how your education and experience relate to the position and qualifications described above, with an emphasis on the areas outlined under Minimum Qualifications
   B. A comprehensive current resumé
   C. The names, addresses, e-mail addresses, and phone numbers for at least five professional (including supervisory) references
   D. Your application materials also need to include a statement of whether you wish to have your application held in confidence or made available to the public upon request. Please note that in the absence of any statement regarding confidentiality, we will assume you do not wish to have your application held in confidence. The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

Questions may be addressed to: Wanda Manning, HR Generalist, Human Resources, at wmann@uwsa.edu or at (608)262-1680.

The University of Wisconsin System Administration is an affirmative action/equal opportunity employer and actively seeks and encourages applications from women, minorities, and people with disabilities.