JOB ANNOUNCEMENT

UW SYSTEM ADMINISTRATION
UW HIGHER EDUCATION LOCATON PROGRAM (UW HELP)

(SENIOR) IS SPECIALIST (3 Vacancies)

Madison, WI

The [University of Wisconsin System](#) is one of the largest systems of public higher education in the country and employs more than 39,000 faculty and staff statewide. The UW System's combined enrollment headcount exceeds 170,000, and the System confers more than 36,000 degrees each year. The UW System is comprised of 13 four-year universities with 13 two-year branch campuses affiliated with seven of the four-year institutions. 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 (Board) 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 [UW Higher Education Location Program (UW HELP)](#) was established in 1973 to serve as a single access point of coordinated information for prospective students, parents, high school counselors, and other key stakeholders seeking to learn about educational opportunities within the UW System. HELP provides students and families with the requisite financial, institutional, and academic knowledge to excel within the UW System. Nestled within the Student Success division of Academic & Student Affairs, HELP's mission is to foster equitable access and greater academic success for students throughout the state. HELP does this by providing the critical knowledge, guidance, and support needed to successfully navigate the path to college. This work includes maintaining the UW System's Electronic Application, providing pre-college advising services, and conducting outreach throughout the state via counselor workshops, among other functions.

MAJOR RESPONSIBILITIES

Reporting to the Executive Director of UW HELP and the Senior IS Systems Development Architect, these positions function independently with limited supervisory review of technical recommendations and solutions. These positions independently resolve conflicts and problems through the skilled application of theoretical and practical knowledge of the specialized area; as well as the application of general policies, UWSA and campus partner IS policies and standards. Work assignments are challenging and complex. Positions at this level interact with division administration and IS customers as well as other professional IS managers and staff in the completion of assigned responsibilities. Specific duties will include the following:

Systems Analysis and Design:
- Staff intra- and inter-institutional development projects for new systems, integrations, and migrations; lead and form teams in the design and development of complex systems.
- Consult with users, facilitate discussions and explore responses to define and document information and application requirements; recommend and discuss alternatives; and evaluate impact to existing operations and applications.
- Prepare project plans for complex projects and systems. Review detailed specifications; and estimate time and costs based on project complexity.

- Perform detailed analysis and design. Analyze requirements and provide written specifications detailing development issues, proposed solutions and implementation alternatives.
- Design application architecture, database structure and user interfaces for applications.
- Diagnose and resolve complex problems with the use of a complex or emerging technology within a new or enhanced system.
- Conduct feasibility studies for specialized, division/institution-related, complex automated systems.
- Develop and review detailed systems specifications to ensure the development of new systems and enhancements of existing systems is consistent with division development methodologies, standards, and policies.
- Develop and coordinate complex integration test plans.
- Coordinate data modeling as part of the development process.
- Provide information and training in appropriate systems development, adaptation, use, techniques and methodologies for development to IS Professionals at the senior level or lower and other IS staff as needed.
- Review detailed specifications; estimate time and costs based on project complexity.
- Recommend changes or improvements.
- Work collaboratively with IT leaders across division, Central IT and UW System campuses to maintain application, technical architecture, and platforms.
- Develop standards, policies, procedures and methodologies for application development.

Application Development and Enhancement:
- Design, write, debug and test complex application programs and modules.
- Design and utilize relational databases and their capabilities in development activities.
- Utilize available development tools and a wide variety of utility programs to rapidly write, debug and test programs.
- Prepare documents for internal and external users, internal technical operations and application development.
- Prepare, execute and oversee test plans to ensure quality in newly designed or enhanced applications.
- Oversee pilot projects to evaluate client/server development approaches.

Program Maintenance and Application Support:
- Revise procedures/scripts and system documentation.
- Collaborate with users to clarify and update information and provide technical and functional support of the applications.
- Develop and produce reports, monitor automated processes, and maintain data.

Knowledge, Skills, and Abilities:

- Proven ability to design and optimize business processes and integrate business processes across disparate systems
- Strong knowledge of OOAD, database designing, and SDLC
- Knowledge of integrations, third-party integration tools, and integration enterprise systems
- Ability to effectively adapt to rapidly changing technology and apply it to business needs
- Excellent organizational and time management skills
- Ability to handle multiple priorities simultaneously
- Team player with client-oriented focus.

MINIMUM QUALIFICATIONS
To be considered for these positions, applicants **must** have:

- Associate degree in computer science, computer information systems or related field.
- Minimum of two years of relevant work experience in implementing technologies such as VB, COM, COM+, MSMQ, VB.NT, C#, ASP, ASP.NET, XML, XSL, Web services and SOAP, SQL server, and Oracle.
- Excellent communication skills and the ability to communicate complex technical/functional information, scenarios, or specifications and tailor it to the audience.
- Ability to engage in cross-functional teamwork

PREFERRED QUALIFICATIONS
Well-qualified candidates will also have:
- Strong background in design/development of large internet or client server systems, or complete software product lifecycle exposure.
- Extensive Javascript, JQuery, HTML design and development experience.
- Background in User Experience.
- Experience in Web services development.
- Experience with mobile platforms and frameworks such as React Native.

CONDITIONS OF EMPLOYMENT
These positions are full-time, exempt (salaried) academic staff positions. The successful candidates can expect to make between $58,000 - $75,000 on an annual basis commensurate with qualifications and experience. UW System employees receive an excellent benefit package. To learn more about the UWSA comprehensive benefit package, please access ALEX, the UW System's on-line virtual benefits counselor. In addition to ALEX, you can read our benefit summary guide: Summary - Faculty, Academic Staff & Limited Appointees. Furthermore, the UW System Total Compensation Estimator is a tool designed to provide you with total compensation information.

SPECIAL NOTE The UW System conducts criminal background checks for final candidate(s). It will also require you and your references to answer questions regarding sexual violence and sexual harassment. For individuals selected as finalists, a presentation on a selected topic will be required.

APPLICATION INSTRUCTIONS
To ensure full consideration, please submit application materials as soon as possible. Applicant screening will begin immediately and be ongoing through MONDAY, JULY 29, 2019. However, applications may be accepted until the position has been filled.
1. Go to the UWSA Applicant Portal to submit your materials online. The web address is: https://www.wisconsin.edu/ohrwd/uwsa/careers/current-jobs/apply/
2. Select the appropriate applicant portal, either External Applicants or Internal Applicants.
3. Locate the position you want to apply for and click on the position.
4. Follow the onscreen instructions; be sure to upload **ALL THREE** of the required documents: resume, cover letter, and references **as PDF files**. Failing to include any of these documents may disqualify your application. Uploading your documents as PDFs is also critical to maintain the formatting of your documents.
   a. Your cover letter **MUST** specifically address how your education and experience relate to the position and qualifications. Be sure to emphasize the areas outlined under "Minimum Qualifications."
   b. Your reference page should include the names, addresses, e-mail addresses, and phone numbers for three professional references **with at least one being from your current supervisor.**
5. 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 UW 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).

6. Submit your application.

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

Questions may be addressed to: Lori Fuller, Senior Human Resources Manager; UW System Human Resources; at lfuller@uwsa.edu or at (608) 263-0847.