



## **JOB ANNOUNCEMENT**

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

### **IS SPECIALIST (Multiple 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:**

- Create plans for projects involving multi-tiered applications and enterprise systems.
- Consult with public users and project stakeholders outside the department in order to define and document application requirements; estimate time and costs, recommend alternatives and evaluate impact to existing operations and applications.
- Design application architectures, database structures and user interfaces.
- Analyze project requirements and provide written specifications detailing potential development issues and proposed solutions.

- Provide information and training in supported applications and systems to non-technical stakeholders, both inside and outside of the department.

#### **Application Development and Enhancement:**

- Design, create, test and implement modules and multi-tiered applications.
- Design and utilize relational and document-oriented databases.
- Prepare, coordinate and execute test plans to be administered by the development team(s) and non-technical project stakeholders.
- Prepare documentation for the development team(s), as well as other project stakeholders, both technical and non-technical.
- Review applications and modules before implementation to ensure they adhere to the division's preferred methodologies, standards and policies; develop new standards as appropriate.
- Integrate 3rd party packages and plugins into existing applications and systems.
- Perform data migrations.

#### **Application Maintenance and Support:**

- Collaborate with those both inside and outside of the UW System in order to provide technical and functional support of enterprise applications and systems.
- Quickly diagnose and resolve problems with supported applications.
- Review applications and modules for structures or practices that might obstruct maintenance efforts and/or future enhancements.

#### **MINIMUM QUALIFICATIONS**

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

- At least two years of work experience implementing and supporting multi-tiered, production applications.
- Strong knowledge of OOAD, relational database design, and the software development life cycle.
- Strong knowledge of web development standards, best practices, and basic design concepts.
- Proven ability to design, optimize and integrate business processes across disparate systems.
- Excellent communication skills in technical and non-technical settings.
- Strong attention to detail.
- Proven ability to quickly learn programming languages and augment technical experience.
- Ability to effectively adapt to nascent technology and apply it to business needs.
- Excellent organizational and time management skills.
- Ability to strategically prioritize and execute on assigned tasks.
- Ability to maintain a client-centered focus.

#### **PREFERRED QUALIFICATIONS**

Well-qualified candidates will also have:

- Professional experience with a LAMP stack (Linux, Apache, MySQL and PHP).
- Professional experience with ASP.NET, VB.NET and Oracle databases.
- Professional experience with Node.js, MongoDB, React Native and Meteor.
- Professional experience with Drupal.
- Professional experience developing for mobile platforms (native iOS/Android or cross-platform).
- Experience in web services development.

#### **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 WEDNESDAY, OCTOBER 9, 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](mailto:lfuller@uwsa.edu) or at (608) 263-0847.