

Business Analyst Job Number ()

Campus Location	West
Full-Time/Part-Time	Full-time
Grant Funded Position	This is a grant-funded position and is contingent on future grant funding.
Salary	\$60,000 - \$75,000 per year; DOE
Close Date	August 15, 2022
Job Description	<p>Mary Lou Fulton Teachers College seeks a business process analyst to join a dynamic team working at the forefront of digital learning. In this role, the business analyst will work closely with team members and stakeholders to design, carry out, and continually improve business processes and infrastructure for managing the team’s project portfolio and operations, serving as a driving force for the focus and success of our team. A successful candidate will be excited about the opportunity to participate in a variety of projects, collaborate with others on operational improvement initiatives and work flexibly to adapt to circumstances as project goals, priorities, needs and expectations emerge. Above all, this person will be eager to engage with colleagues to advance progress as an individual contributor and team collaborator.</p> <p>ASU and MLFTC are focused on the design and scalable delivery of digital teaching and learning models to increase student success and reduce barriers to achievement in higher education. Our high-quality learning experiences support the education of the local, national, and international communities served by ASU.</p>
Essential Duties	<ul style="list-style-type: none"> • Design and continually improve business processes and infrastructure for managing the team’s operations and project portfolio. • Oversee the team’s project portfolio and manage multiple, sometimes ambiguous or emerging projects and see them through from initial conception to implementation and evaluation; Adapt to circumstances and allow flexibility in processes. • Work closely and collaboratively with key stakeholders to understand a business problem or opportunity and help develop an effective solution, define project scope, strategy, and outcomes. • Manage projects by documenting requirements, preparing and maintaining implementation plans, setting expectations with the team, managing project issues and ensuring project tasks are completed. • Apply business process analysis and project management methods, standards and processes to maximize the value delivered by our team on project and to stakeholders • Coach team members both internal and contracted to ensure optimal outcomes; Build and maintain effective relationships vital to success while communicating a positive attitude. • Writes business process documentation to communicate how a business process should function in its current state or its future state. • Evaluate and assess how well delivered solutions fulfill the requirements and meet the business need.

Minimum Qualifications	Bachelor's degree AND two (2) years of experience in procedural, management or systems analysis work; OR, Six (6) years of experience in procedural, management, or systems analysis work; OR, Any equivalent combination of experience, training and/or education from which comparable knowledge, skills and abilities have been achieved.
Desired Qualifications	<ul style="list-style-type: none"> • Experience developing and improving business processes, systems, and strategies with the goal of optimizing an organization’s operations and value to stakeholders. • Strong knowledge of project management principles, change management practices, and techniques needed for managing projects. • Strong written and verbal communication skills, in particular with respect to explaining concrete processes and abstract concepts, and the ability to effectively facilitate working sessions. • Demonstrated expertise with project management software such as Jira and Airtable. • Certification as a Project Management Professional (PMP) or PMI Professional in Business Analysis (PMI-PBA). • Ability to perform effectively as a member of a team.
Working Environment	<p>Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking; visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds; ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties; regular review of completed tasks.</p> <p>ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market.</p> <p>Flexible work options</p> <ul style="list-style-type: none"> • Alternative work schedules can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times. • Hybrid work is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required.
Department Statement	<p>ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and</p>

	<p>institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.</p>
<p>ASU Statement</p>	<p>Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.</p> <p>ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree</p> <p>AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.</p> <p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u> In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.</p>
<p>Employment Verification</p>	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
<p>Background Check Statement</p>	<p>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.</p>
<p>Instructions to Apply</p>	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>Only electronic applications are accepted for this position. #81858BR</p>