



Title: Business Systems Analyst -Office of Physical Education, Recreation, and Sports

Date Printed: 10/22/2017

Job Posted On: 10/12/2017

Posting Expiration Date: 11/12/2017

Work Location: Santa Cruz, California,

Description

UCSC strives to embrace diversity in all its forms; it strives to be an inclusive community that fosters an open, enlightened & productive environment.

Under the guidance and direction of the Office of Physical Education, Recreation, and Sports (OPERS) and UCSC Intercollegiate Athletics Business Operation, Business Manager and Sr. Woman Administrator (SWA), Analyst plays a key role in ensuring effective and efficient financial and business operational functions for OPERS and UCSC Intercollegiate Athletics. Incumbent performs responsible and complex professional financial and operational analysis. Extracts, researches and analyzes financial data and operations process and controls.

Selected candidate will be required to pass a criminal history background check.

Will be required to complete Title IX (Sexual Harassment) training within one month of hire.

Required Skills

Qualifications include:

- Bachelor's degree in business administration, organization development or other related field or an equivalent combination of experience and training.
- Demonstrated ability to work with others from diverse backgrounds.
- Intermediate knowledge of related areas of IT.
- Self-motivated and works independently and as part of a team. Able to learn effectively and meet deadlines. Demonstrates problem-solving skills.
- General knowledge of business and process analysis functions.

Kind: Full Time

Level: Faculty

Apply

Position is open until filled; Initial Review Date: 10/25/2017

APPLICANTS ARE REQUIRED TO USE THE UCSC ON-LINE PROCESS

View full job description and access on-line application:

<https://jobs.ucsc.edu/applicants/Central?quickFind=70247>

To ensure review of application materials by the hiring unit they must be submitted electronically via the Staff Employment Opportunities web site (<http://jobs.ucsc.edu>) on or before the initial review date (IRD).

A computer is available at the UCSC Staff Human Resources Office located at Scotts Valley Center (SVC), 100 Enterprise Way, Suite 100, Scotts Valley, CA 95066. To learn more or to request disability accommodation call 831-459-2009. Hearing impaired are encouraged to use the California Relay Service 800-735-2922. The University of California, Santa Cruz is an Equal Opportunity Employer.

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