

**UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION
EMPLOYMENT OPPORTUNITY**

CLASSIFICATION: IS Comprehensive Support Technician-Entry or Intermediate (100%) (06-11 or 06-13)

LOCATION: UW System Administration
Office of Policy Analysis and Research
1540 Van Hise Hall, 1220 Linden Drive
Madison, WI 53706

WORK SCHEDULE: Full time work schedule will be 7:45 a.m. to 4:30 p.m., Monday through Friday

DUTIES: This position is responsible for the operation of the Central Data Request (CDR) database, the UW System's statistical information reporting system. Duties include performing the day-to-day processing of the CDR information provided by the UW System institutions (i.e. working with OPAR staff and institutional CDR liaisons to plan and coordinate quarterly CDR student, curricular, post term and financial aid data submissions; manipulating CDR data by running edits using and performing on-line updates using the CDR Edit Update System (CEUS), loading files FTP'd from each institution into the CEUS system, tracking and creating reports pertaining to the input file status, performing routine archival storage and backups by creating quarterly legacy files, etc.); communicating with the Office of Information System (OIS) and the Division of Information Technology (DoIT) to determine the appropriate course of action during the CDR process (i.e. identifying processing problems, communicating problems to OIS and DoIT, providing routine first level technical assistance for institution personnel that are using the CEUS system and the CDR database; monitoring installation and software upgrades for the CEUS system; planning and monitoring tests of the system software, developing test procedures, assisting users in defining system problems, and suggesting improvements; participating in working groups, teams, committees as appropriate; assisting with the coordination of the revision and annual updating of the CDR Manuals; assisting with the coordination of the annual CDR liaisons meeting; updating and maintaining CDR Data Code Tables.

KNOWLEDGE REQUIRED: Knowledge of basic descriptive statistics; understanding of relational database structure and function (i.e. such as Oracle); knowledge of database query techniques to retrieve information and perform analysis; knowledge of programming languages (i.e. such as SQL, HTML, SAS, etc.); ability to troubleshoot, analyze and resolve database and/or data issues and problems and communicate those results to end-users; ability to lead a project team as well as to monitor the work of others on teams; ability to analyze and solve problems; ability to work in a collegial environment; effective oral and written communication skills.

PAY: Starting salary will be no less than the minimum for Pay Range 06-11 or Pay Range 06-13 (currently \$13.899 or \$16.273). A six month probationary period is required.

APPLICATION: The UW System Administration, Office of Policy Analysis and Research is currently seeking applicants to fill a full-time IS Comprehensive Support Technician-Entry or Intermediate. Applicants may apply online at the WiscJobs website (<http://wiscjobs.state.wi.us/public/>). Applicants will create an account and complete an initial application. Use the Advanced Search using the keyword field and enter Job Announcement Code 1102726. Applicants who do not wish to apply online may contact Chelsea Daley at (608) 263-4390 or cdaley@uwsa.edu for complete application instructions. Completed application materials must be received by Monday, June 6, 2011.

*UW System Administration actively seeks applications from women and minorities and persons with disabilities.
It is our policy to provide reasonable accommodations for qualified disabled individuals who are employees or applicants for employment.*