

Position title: Student Administrator / Business Analyst
Department: Information Services
Position type: Student / hourly
Desired Start Date: January 18, 2016
Approximate Hours per Week: 15 - 20 / week
Applications Accepted Until: January 6, 2016
Work hours: M - F | 8am - 5pm | flexible
Wage: \$10 to \$13/hour depending on experience
Application Information: Send application materials to
GraduateEducationToolkit@oregonstate.edu
Requested Documents: Resume

Job description

Information Services seeks students to assist with development of business applications using the Salesforce platform to serve all Oregon State. We are looking for students who can make a long term (1-2 years) commitment at approximately 20 hours per week. Candidates must be interested in developing their professional skills - we will train as necessary - and willing to commit to brief daily stand-up meetings.

Responsibilities

Support users with technical issues over the phone, email, or in person
Work on a team to develop and maintain a Salesforce Org
Completing assigned tasks in a timely manner

Required Qualifications/Skills

Self-motivated
Strong problem-solving skills
Professional
Strong written and oral communication skills
Demonstrated experience following detailed and complex written directions
Team focused
Willingness to learn

Preferred Qualifications/Skills

Salesforce and/or force.com platform
Experience with system configuration
Experience providing technical support
Experience translating business processes into technical requirements

Application process

Interested candidates should email a statement of interest and resume to:
GraduateEducationToolkit@oregonstate.edu