MISSION
The mission of the Clemson University Foundation is to support Clemson University by promoting growth and stewardship of resources entrusted to us which fulfill our covenants with donors.

VISION
The vision of the Clemson University Foundation will be long-term, stable and significant provider of resources in supporting Clemson University's goals.

VALUES
In all we do, the Clemson University Foundation will conduct itself with the strictest adherence to the following core values:

- Integrity
- Transparency
- Accountability
- Donor Focus

These core values, when lived out, will inspire the confidence of our key stakeholders, create the most productive and rewarding work environment and best position the foundation in fulfilling its vision.

JOB OPENING: Business Analyst II

Job Location: Remote
Type: Full-Time
Work Schedule: Standard Hours – 37.5/week
FLSA Status: Exempt
Expected Salary Range: ($55,000 - $65,000)

To apply: Email a cover letter and resume to CUFHR@clemson.edu

JOB SUMMARY:

Gathers, synthesizes, and documents user needs and business rules to evaluate technical feasibility. Makes recommendations for the development or enhancements of existing systems. Consults with users and provides solutions for routine problems.

JOB DUTIES:

60% - Essential - Business Analysis: Evaluates the technology needs of employees in the Division of Advancement and recommends standard system solutions or processes. Creates, updates work tasks that include business objectives, assumptions, action items, workflows for application solutions carried out by programmers/developers. Creates, maintains, and enforces policies and procedures based on division-wide defined business rules. Schedules meetings, performs analysis, and documents results when necessary to derive policies and procedures. Evaluates and assigns open ticket requests and redirect to appropriate developers.

Serves as a subject matter expert associated with content, processes, and procedures.

20% - Essential - Programming: Creates queries and reports to audit data as part of current state analysis. Assists in unit and user acceptance testing developer's solutions. Assists with development of technical designs, specifications, and options for technical solutions. Consults with users and provides solutions for routine problems.

20% - Essential - Communication/Documentations: Document functional and business specifications; write detailed and universally understood procedures for permanent records and for use in training. Prepares flowcharts, block diagrams, and other documentation to illustrate programs and procedures. Prepares user documentation including user manuals. Collect feedback and communicate requirements back to users/stakeholders and obtain agreement, working as a liaison between stakeholders and developers. Formulate a plan for executing user acceptance testing with users. Defines and communicates recommendations to be used by stakeholders/executives in decision making.

MINIMUM REQUIREMENTS:

Education - Bachelor's Degree and 1+ year(s) experience

RESPONSIBILITIES

JOB KNOWLEDGE
Firm Job Knowledge - Firm working knowledge of concepts, practices and procedures and ability to use in varied situations

SUPERVISORY RESPONSIBILITIES
No Supervisory Duties - Not responsible for supervising employees.

BUDGETARY RESPONSIBILITIES
No Budget Responsibilities - No fiscal responsibility for the department's budget.

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Clemson University Foundation is an Equal Employment Opportunity employer. We make every effort to provide fair and equal treatment on the basis of merit in all our employment decisions, including but not limited to decisions concerning hiring, retention, promotions, working conditions, compensation, benefits, training, and all other privileges, terms, and conditions of employment. We pledge to treat all employees fairly without regard to race, color, religion, sex, sexual orientation, gender identity and/or expression, pregnancy, national origin, age, disability, genetics, military or veteran status, or any other characteristic protected by applicable law.