



## Job Vacancy Announcement

325 W. Gaines Street, Suite 1614 Turlington Building  
Tallahassee, Florida 32399-0400  
Fax 850.245.9981  
[vacancies@fbog.edu](mailto:vacancies@fbog.edu)  
[www.fbog.edu](http://www.fbog.edu)

**Title:** Business Analyst

**Deadline:** The Florida Board of Governors is seeking a qualified candidate for the position of Business Analyst (Position# 48003823) within the Information Technology and Security (ITS) Department. As a Business Analyst, you will be a part of the ITS Application Development Team, that primarily develops and supports web-based applications using ORACLE database (12c) and ORACLE Application Express (APEX) as the front end.

### Description:

- Develop strong relationships with Business and Technical groups as well as with our end-users in order to improve IT services, support and customer satisfaction.
- Gain an understanding of the organization's business processes and perform thorough determination of user needs at system or process level.
- Design and document Technical solutions to the user needs utilizing the most appropriate tools available. Documentation almost always involves Flow chart diagrams modeling how work is done.
- Develop use cases to explain/demonstrate business requirements/specifications to the Application Development Team.
- Flesh out details of a business solution, which requires a good understanding of how technological solutions are implemented.
- Work closely with the Developers in coming up with a Prototype for new applications.
- Develop Test scripts utilizing comprehensive business requirements.
- Testing the developed applications and validate the applications meet the business requirements.
- Work on more than one project at a time and hence constantly reevaluate priorities and deadlines.
- Participate in the development and review of policies, procedures and standards within the Information Technology and Security (ITS) Department.
- Work in cooperation with Project Manager, Senior Business Analyst and Developers.

*As one of the nation's largest university systems, the State University System of Florida is comprised of 12 institutions— ranging from a nationally-ranked liberal arts college to top-ranked comprehensive research universities—serving more than 340,000 students. The Florida Board of Governors is the constitutionally created body that oversees the System, ensuring its well-planned coordination and operation. The 17-member Board appoints a Chancellor who serves as the chief executive officer of the System, providing guidance to the Board and oversight of the Board Office, which is located in Tallahassee, Florida. The Board of Governors Office: Is an EEO/AA Employer | Does not tolerate discrimination or violence in the workplace | Only hires U.S. citizens and lawfully authorized alien workers. | Contact us if you require an accommodation to participate in the selection process. This is an SES position.*



STATE  
UNIVERSITY  
SYSTEM  
of FLORIDA  
Board of Governors

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**Education and Experience:** • Bachelor degree and two years of experience.

- Ability to communicate effectively verbally and in writing.
- Ability to prioritize, organize and perform multiple work assignments simultaneously.
- Ability to work independently and work with others.
- Strong interpersonal skills.
- Good writing skills – must be able to present technical information in a written form that is clear and understandable to the developers.

**Hiring Range:** \$40,000 to \$50,000 depending on education and experience

**How to Apply:** Apply in the People First system or email your resume to [vacancies@flbog.edu](mailto:vacancies@flbog.edu). Applicants selected for interview may be required to submit additional information. This position requires pre-employment background screening.

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