Introduction

Positions are for part time work-study positions. You'll be working approximately 15 hours per week. Work hours are flexible during regular business hours, 8:00 am to 5:00 pm, Monday through Friday.

If you can edit basic HTML and have an eye for detail, then we invite you to apply. You'll work with the Wisconsin Historical Society IT Team to update and improve our website and web applications, or, you may work to develop and launch new Android and iPhone apps -- and hone your skills along the way.

We are seeking people who are passionate about web or mobile application development and want to learn about the entire app lifecycle from concept stage, to delivery and post launch support.
Job Duties
Under the general supervision of the IT Director in the Wisconsin Historical Society department of Information Technology, the Junior Business Systems Analyst is responsible for assisting the IT Team complete needs analysis, troubleshooting, development, and maintenance requests. Tasks will include assisting the team with draft proposals and presentations, quality assurance checks, building demos and proof of concept drafts, and using a CMS or basic HTML to update content. Additional duties include drafting documentation and maintaining document libraries for the IT Team. Tracking of website analytics may be required. Special projects and other duties as assigned.

Qualifications
- Demonstrated experience working with basic HTML, websites, and web applications.
- Demonstrated experience working with end users.
- Must possess strong interpersonal communications (oral and written) communication skills.
- Experience with SharePoint, Adobe Creative Suite applications and/or Google Analytics preferred.
- Experience strategizing to increase web content discoverability and Search Engine Optimization (SEO) techniques preferred.
- Experience with mobile application development for Android or iPhone preferred.
- Effective written and oral communication especially in coordinating with various owners of web content, establish working relationships and communicating status of projects.

Special Notes
- A criminal background check will be conducted prior to an offer of employment.

How to Apply
Submit a cover letter and current resume identifying relevant education to Tim Maahs at timothy.maahs@wisconsinhistory.org or mail to:

Human Resources
Wisconsin Historical Society
816 State Street, Madison, WI 53706

No calls, please.

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The Wisconsin Historical Society is an equal opportunity employer.