Junior Business Systems Analysts (Work Study)
Part-Time, Work-Study, Wisconsin Historical Society

<table>
<thead>
<tr>
<th>Location(s)</th>
<th>Wisconsin Historical Society Headquarters Building, 816 State Street, Madison, Wisconsin</th>
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<tbody>
<tr>
<td>Department</td>
<td>Information Technology</td>
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<tr>
<td>County</td>
<td>Dane</td>
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<tr>
<td>Job Title</td>
<td>Junior Business Systems Analysts (Work Study)</td>
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<td>Note</td>
<td>Work study funding is required for this position.</td>
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<td>Type of Employment</td>
<td>Part-time work-study (12-20 hours per week). Work hours are flexible between 8 am – 5 pm, Monday through Friday.</td>
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<td>Salary</td>
<td>Starting salary is $15 to $17 per hour, depending on experience and qualifications.</td>
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<td>Contact</td>
<td><a href="mailto:timothy.maahs@wisconsinhistory.org">timothy.maahs@wisconsinhistory.org</a></td>
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<tr>
<td>Deadline to Apply</td>
<td>September 31, 2015. Top candidates will be contacted for the next steps in the interview process.</td>
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Introduction

This position is a work-study position, which means it is limited to students who have been offered Federal Work-Study as part of their financial aid package. You must have a financial aid work study award in order to apply.

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've ever maintained a blog or website, can edit 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 new website, our applications, and our internal IT service offerings — and hone your skills along the way.
We are hiring multiple positions and are looking for skillsets across the IT field - from people interested in networking and infrastructure, desktop support, help desk support - to people interested in website, mobile applications, and database-driven applications. 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. We are seeking people who are passionate about IT, web or mobile application development and want to learn about the entire process, whether that be how to install systems, or how to work in the full app lifecycle from concept stage to delivery and post launch support.

Learn more about the [Wisconsin Historical Society](http://www.wisconsinhistory.org) at www.wisconsinhistory.org

**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.
- The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability.
A written or printed verification of your federal work study award package is required to apply for this position.

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

Wisconsin Historical Society  
Attn: Tim Maahs  
816 State Street, Madison, WI 53706

No calls, please.