

IT Business Analyst

Information Technology Department

A specialist to assist with IT planning and implementation

Supervised by: Director of Information Technology

Status: Full-time, Exempt

Location: Flexible; Westmont, Illinois preferred

To advance the purpose of InterVarsity, this position will assist with IT projects and infrastructure planning in support of business objectives. This position works closely with the IT team and stakeholders for the development and care of the systems and technology architecture that support IVP's business objectives

MAJOR RESPONSIBILITIES

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

Contribute to the IT Team by:

- participating and contributing to regular IT team meetings
- contributing to IT infrastructure planning, including conversations around cloud resourcing and security
- helping to streamline our publishing processes through the use of technology
- helping to solve problems and providing technical support to project teams
- contributing to and maintaining solid documentation for IVP systems
- exercising good stewardship of time, equipment and materials

Partner with staff by:

- serving on project teams in support of key business initiatives
- analyzing business requirements and developing appropriate IT strategies for meeting objectives
- assessing workflows for efficiency improvement opportunities
- researching technology tools in support of publishing agendas
- establishing processes, controls, and integrations to ensure the quality of IVP's workflow solutions

Partner with the Network Administrator, Systems Analyst, and Web Developer by:

- researching software solutions
- assisting with infrastructure planning and security solutions
- confirming effectiveness of backups and contingency plans
- facilitating communication between stakeholders and IT
- suggesting improvements to system configurations

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree or equivalent IT business experience
- 5 years of experience in a Business Analyst role
- Familiarity with Microsoft platforms and Azure hosting a plus
- Knowledge of xml-based integrations helpful
- Familiarity with publishing processes beneficial
- Some evening and weekend flexibility for special needs or projects
- Capacity to multi-task and flex with changing priorities

- Ability to work well with others; possessing a customer service orientation
- Flexibility to attend the Urbana Student Missions Conference every six years, Dec. 26-Jan.1, and National Staff Conference every three years (the year after Urbana), approximately Jan. 2-7

External Candidates: Please see instructions at ivpress.com/jobs to complete your online application and send your resume and cover letter to ivpcareers@ivpress.com.

For Internal Candidates Only: Please download and complete the Internal Application Form and also send your resume to ivpcareers@ivpress.com

InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Teamwork:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)