



**Rubicon**  
International

# EMPLOYMENT OPPORTUNITY

## SYSTEMS ANALYST



### ABOUT RUBICON

Rubicon International is an educational technology services firm known for its leadership in the field of curriculum management. Using Atlas, the curriculum management program developed by Rubicon, the firm partners with public and independent schools throughout the world to plan and implement Web-based curriculum mapping. Rubicon is committed to being a world-wide leader in making a difference in teaching and learning. The Atlas Education Centre, located at Rubicon's offices at the World Trade Center in downtown Portland, is the first educational and training facility devoted entirely to curriculum development and the sharing of best practices.

### RESPONSIBILITIES

The Systems Analyst will work closely with a team dedicated to developing new functionality for the web-based systems developed by Rubicon. The successful candidate will:

- Proactively communicate and collaborate with external and internal clients to analyze information needs and functional requirements and develop requirements documents using interviews, document analysis, surveys, site visits, use cases, process descriptions and workflow analysis.
- Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, and distinguish user requests from the underlying true needs.
- Collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs.
- Develop requirements specifications according to standard templates.

### REQUIRED PROFESSIONAL/PERSONAL SKILLS

- Interest in the field of Education.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group of people.
- Ability to successfully engage in multiple initiatives simultaneously.
- Analytical expertise and detail oriented focus.
- Experience or familiarity with educational systems, processes and terminology a plus.

Location: Portland, Oregon

Hours: Full-time

Dates: Immediate

This is a salaried opportunity based on skills and experience.

Interested candidates should email a resume, cover letter and 3 references to:

Kathrine Giacchino  
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