Our innovative and growing company is looking to fill the role of information consultant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for information consultant

- Instil CDE Culture, Processes, Procedures, Governance as per the Amecfw Digital Delivery Template
- Plan and facilitate workshops to develop and analyze conceptual workflow models
- Document business requirements and develop business cases for technology solutions
- Translate technology needs identified in process and workflow analyses into requirements, use cases and/or service requirements needed by clients for RFPs or by design engineers
- Work with engineering and architecture units to evaluate and select appropriate technologies that meet business requirements
- Advise on process governance and maintain process repository
- Plan and manage process engineering projects
- Provide expert advice on process improvement, change management and project alignment with strategic plans
- Advise and create standards and criteria for improving the practice and outcomes of process engineering
- Knowledge of ISO9001 is essential

Qualifications for information consultant

- Bachelor's degree in a scientific discipline, Business Administration or related field

- Ability to understand and resolve multi-user issues and needs
- Ability to test and de-bug modules prior to implementation
- Ability to interpret and use appropriate People Soft admission, registration, advising and financial aid screens
- Proficiency in the use of PC and MAC computer hardware and software for both workstations and servers, Data Warehouse, XAP and CSU Mentor computer applications, People Soft and Cascade