



Automation Analyst I

The Arizona Board of Regents (ABOR) is seeking an Automation Analyst.

The Automation Analyst will build, maintain, and troubleshoot custom applications on industry standard platforms that streamline business processes and provide new solutions.

Typical Duties:

- Implement solutions using the Microsoft Power Apps platform including Power Automate, Power Apps, SharePoint, Azure and Teams.
- Develop, test, and maintain Power Apps applications and workflows.
- Identify opportunities for improvement and automation.
- Troubleshoot and resolve issues with existing internal applications and integrations.
- Document system specifications, configurations, and user guides.
- Collaborate with the IT team and the Director to ensure alignment with the organization's standards and best practices.
- Advise on best practices for design and implementation.
- Provide technical support and training to stakeholders.
- Stay up to date on the latest trends and developments in modern technologies.

Knowledge, Skills and Abilities:

The successful candidate will demonstrate:

- Knowledge of Power Automate and SharePoint.
- Experience in troubleshooting complex workflows.
- Ability to communicate clearly
- Ability to understand business requirements and ask questions often.

Minimum Qualifications:

- Minimum qualifications include a bachelor's degree, user interface design, business process optimization and 3+ years development experience in the Microsoft Power Platform. An equivalent combination of experience and/or education from which

comparable knowledge, skill, and abilities have been achieved will be considered.

- Salary and Benefits:**
- Hiring Range: \$75,000 - \$85,000
 - This is a full-time position with health and dental benefits. This position will be enrolled in the Arizona State Retirement System. Tuition reduction benefits to Arizona public universities are available to employees and their dependents. For a full list of available benefits, click [here](#).
 - This position will be working in person at the board office Monday through Friday and may be eligible for a partial remote work schedule, subject to the needs of the office.

How to Apply: Applicants should send cover letter, resume and the names and contact information of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin immediately.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.