Workflow Automation Engineer

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Type: Full-Time
Posted: 6 days ago
Category: Software Engineer/Programmer
Military

KENNESAW STATE UNIVERSITY

Workflow Automation Engineer

Job ID: 294055
Location: Kennesaw, Georgia
Full/Part Time: Full Time
Regular/Temporary: Regular

About Us

Are you ready to transform lives through academic excellence, innovative research, strong community partnerships and economic opportunity? Do you want to cultivate an inclusive environment that encourages free expression and civil discourse? Kennesaw State University is one of the 50 largest public institutions in the country. With growing enrollment and global reach, we continue to expand our institutional influence and prominence beyond the state of Georgia. We offer more than 190 undergraduate, graduate, and doctoral degrees to empower our 47,000 students to become thought leaders, lifelong learners, and informed global citizens. Our entrepreneurial spirit, high-impact research, and Division I athletics draw students from throughout the region and from more than 100 countries across the globe. Our university's vibrant culture, career opportunities, rich benefits, and values of respect,

integrity, collaboration, inclusivity, and accountability make us an employer of choice. We are part of the University System of Georgia. We are searching for talented people to join Kennesaw State University in our vision. Come Take Flight at KSU!

Location

(Primary Location for Job Responsibilities) Our Kennesaw campus is located at 1000 Chastain Road NW, Kennesaw, GA 30144.

Our Marietta campus is located at 1100 South Marietta Parkway, Marietta, GA 30060.

Job Summary

Responsible for the full lifecycle of workflow automation and integration solutions, including analysis, design, development, testing, deployment, documentation, and maintenance. Works collaboratively with stakeholders to understand business processes and translate them into efficient, automated workflows that improve operational effectiveness and user experience. Uses workflow automation and integration platforms to build and administer workflows, business rules, data flows, and user interfaces that support institutional objectives. Ensures the stability, availability, and security of assigned automation platforms and performs daily administrative and user support tasks within the workflow environment.

Responsibilities

KEY RESPONSIBILITIES:

1. Responsible for the development of workflow and integration automation solutions, including analysis, design, development, testing, deployment, documentation, and ongoing maintenance
2. Uses platform functionality to design, build, and enhance workflows and integrations, business rules, data flows, and user interfaces that streamline and automate business processes
3. Ensures the stability, availability, and security of assigned automation platforms and applications
4. Performs routine administration and configuration of the automation platform, including user management, environment monitoring, and troubleshooting of automation components
5. Collaborates with business units and stakeholders to understand process automation needs and implement effective solutions
6. Actively participates in project planning
7. Develops and maintains documentation such as workflow and rule diagrams, data flow maps, configuration records, standard operating procedures, and run books
8. Keeps stakeholders informed of relevant updates, including system enhancements, upgrades, and scheduled maintenance
9. Analyzes business requirements and translates them into technical specifications for workflow design and automation

10. Designs and implements integrations, data feeds, and interfaces with other systems (e.g., via APIs or authentication services)
11. Provides operational support and monitoring for assigned environments, ensuring timely resolution of customer requests
12. Engages in platform communities and continuous learning to stay current with evolving workflow automation tools and best practices
13. Performs software installations and upgrades, platform configuration, and environment setup as needed

Required Qualifications

Educational Requirements
Bachelor's degree from an accredited institution of higher education.

Required Experience
Five (5) years of relevant IT experience.

Preferred Qualifications

Additional Preferred Qualifications
Able to write small code fragments (e.g., JavaScript, Python, C#) to augment platform logic and address limitations

Preferred Educational Qualifications
An advanced degree from an accredited institution of higher education in a related field

Preferred Experience
Prior experience administering specialized platforms or low-code/no-code automation systems
Experience working with IPaaS tools (e.g., Boomi, Mulesoft) is a plus
Experience working with RPA tools (e.g., UIPath) is a plus
Experience working in higher education IT environments
Previous hands-on experience building automation solutions using platforms such as Decisions or Microsoft Power Automate

Knowledge, Skills, & Abilities

ABILITIES
Must be able to maintain training and/or certification within the assigned workflow automation platform(s)
Able to learn new platforms, tools, and frameworks as technologies evolve
Able to handle multiple tasks or projects at one time meeting assigned deadlines

KNOWLEDGE

Strong understanding of workflow automation and integration concepts, process design, and low-code or no-code development principles
Working knowledge of APIs, system integrations, and scripting and programming languages such as Python, Java, and SQL to extend or integrate workflows where platform logic is limited
Familiarity with the application of AI to enhance workflow automation capabilities
Knowledge of collaboration and business application platforms such as Microsoft 365 and Microsoft Power Platform

SKILLS

Excellent interpersonal, initiative, collaboration, teamwork, problem solving, independent judgment, organization, communication (verbal and written), time management, project management, and presentation skills
Proficient with computer applications and programs associated with the position (i.e., Microsoft Office suite, workflow development, and administration)
Flexibility to be cross-trained and provide support for other platforms or applications as assigned
Strong attention to detail and follow up skills
Demonstrated commitment to customer service excellence, with professional phone and email etiquette

USG Core Values

The University System of Georgia is comprised of our 26 institutions of higher education and learning as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found on-line at https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct.

Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found on-line at https://www.usg.edu/policymanual/section6/C2653.

Equal Employment Opportunity

Kennesaw State University is an Equal Employment Opportunity Employer. The University is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, Board of Regents policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment, pregnancy, and medical conditions related

to pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran or military status by any member of the KSU Community on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for members of the KSU community.

For additional information on this policy, or to file a complaint under the provisions of this policy, students, employees, applicants for employment or admission or other third parties should contact the Office of Institutional Equity at English Building, Suite 225, eeo@kennesaw.edu.

Other Information

This is not a supervisory position.
This position does not have any financial responsibilities.
This position will not be required to drive.
This role is considered a position of trust.
This position does not require a purchasing card (P-Card).
This position may travel 1% - 24% of the time
This position does not require security clearance.

Background Check

- Standard Enhanced
- Education

Per the University System of Georgia background check policy, all final candidates will be required to consent to a criminal background investigation. Final candidates may be asked to disclose criminal record history during the initial screening process and prior to a conditional offer of employment. Applicants for positions of trust with screening
results which confirm a disqualifying criminal history will be immediately disqualified from employment eligibility.

All applicants are required to include professional references as part of their application process. Some positions may require additional job-based screenings such as motor vehicle report, credit check, pre-employment drug screening and/or verification of academic credentials.

https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Background_Investigation_Employment.pdf

To apply, visit https://careers.hprod.onehcm.usg.edu/psp/careers/CAREERS/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?

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