**Growing philanthropy team seeks to build its technical infrastructure and is looking for a strong systems strategist and administrator to serve as Senior Grants Management Systems Administrator working within the FLUXX Platform, a browser-based grants management system.**

Ascendium Education Group (Ascendium) has helped millions of learners pursue postsecondary education since 1967, when it was formed to help fulfill the promise of the landmark Higher Education Act of 1965. Over the years, Ascendium has grown to become the nation’s largest federal student loan guarantor, providing information, tools and counseling to help millions of borrowers nationwide avoid default and keep the door to re-enrollment open. We guarantee federal student loans, conceive and develop innovative products and services that support student success and loan repayment, and invest in studying and improving postsecondary education practices through our philanthropy.

As a 501(c)(3) nonprofit, Ascendium uses the net proceeds from guaranty and other operations to fund its [philanthropy](https://www.ascendiumphilanthropy.org/). The philanthropy team is comprised of program, grants management and strategic communications staff who all share a commitment to advancing our mission. As a national funder, our mission is to elevate opportunities and outcomes for learners from low-income backgrounds so they can achieve postsecondary educational and career success. Our grantmaking focuses on transforming systems of higher education so they can support low-income populations, especially those in historically underrepresented groups who often experience inequities in accessing or achieving success within our current postsecondary education system: first-generation students, incarcerated adults, rural community members, students of color and veterans. Our funding supports innovative ideas, the creation of an evidence base, and the expansion and replication of effective practices to spark sustainable, system improvement.

We’re looking for a systems strategist to develop and execute regular systems releases and implement related stakeholder trainings. As an integral part of the grants management team the senior systems administrator will listen to the growing and evolving needs of our grantmaking, along with end-user questions and concerns and help to develop solutions that translate to an efficient system connecting Ascendium with current and future grant partners. We will rely on the senior systems administrator to build and maintain our coding structures; systems policies and procedures; and end-user training materials. The ideal candidate will be able to translate team needs to technical solutions and identify and make recommendations related to opportunities for continued process automation.

These are some of the qualifications we’re looking for:

* A bachelor’s or master’s degree in information technology, project management, business, communications, or a related field, or a combination of experience and knowledge equivalent to such a degree;
* Five or more years of experience in positions involving customer service, project management, problem solving, data management, and coordination of detailed, complex and dynamic information;
* Seven or more years of professional experience conducting business process analysis, working with requirements / user stories, and configuring software solutions;
* A willingness to learn, evolve and adapt to a fast-paced field and work environment;
* A critical thinker with an inherent ability to think ahead of the project work and take proactive steps to address roadblocks, conflicts, and risks;
* A detail-oriented professional with excellent organizational and project management skills;
* Strong writing and listening skills and the ability to translate end user concerns into actionable recommendations and solutions;
* Experience working in postsecondary education, philanthropy and/or nonprofit organizations preferred.

*Ascendium staff are temporarily working remotely from their homes due to the COVID-19 pandemic; when the office reopens our strong preference is that this position will work in Ascendium’s Madison, WI office, although remote work may be considered.*

If you’re interested in this job opening, please visit our [careers](https://www.ascendiumeducation.org/careers) website and click “Find Open Positions at Ascendium.” Select the option to apply online, create your profile and fill out the application for the job opening. A fully completed application must be submitted to be considered for this position.

Ascendium is an equal opportunity employer of veterans and individuals with disabilities. We invite all applicants to complete the Voluntary Affirmative Action questions when submitting application materials. The questions are found at the end of the online application process. To learn more about our commitment to Equal Employment Opportunity, please visit our [website](https://www.ascendiumeducation.org/careers).

Ascendium Education Group employees enjoy an [outstanding benefit package](https://www.ascendiumeducation.org/benefits) designed to provide employees and their families with a high degree of security.

Ascendium has contractual obligations that require criminal, employment and education background investigations as a condition of employment.