



# Robot Process Automation (RPA) Developer

## Company background

INTO University Partnerships collaborates with leading universities to provide international students with a personalized and highly supportive learning environment in which to acclimatize to life on a US university campus and prepare for long-term academic success. Since 2006, INTO has launched partnerships to internationalize universities in the US, UK and Asia.

## Reporting line

This role reports to Start-Up Systems Integration Manager.

## Job overview

The Robot Process Automation Developer will be responsible for designing, developing, testing the bots, and supporting the implementation of the automation solutions. Work in partnership with IT professionals and others functional areas to gather requirements implement RPA solutions, documenting the process, and evaluate process flows.

## Key responsibilities and capabilities

### Responsibilities

- Validate the ideas by creating POCs (Proofs-of-Concept) and MVPs (Minimum Viable Products)
- Timely delivery of the automation task assigned.
- Responsible for creating the process documentation.
- Best practices applied when solutioning and designing the automation workflow.
- Responsible for moving the workflow to User Acceptance Testing (UAT).
- First level of assistance for any UAT defects.
- Responsible for moving the workflow to production.
- Responsible for monitoring the health of the bots in production.
- Responds to RPA incident tickets and resolves production issues as part of ongoing support.

### Capabilities

- Hands-on experience in Web Scrapping and Web Automation Experience in bot developments to automate business processes consisting of various applications and technologies.
- Knowledge in Web Automation – Web Scrapping tools like Automation Anywhere, UI Path, Blue Prism, Power Automate etc.
- Knowledge in bot automation.
- Knowledge of Microsoft SQL or any other relational databases.
- Knowledge in Data Extraction, Transformation and Loading
- Knowledge in Microsoft Office products.
- Experience in understanding business processes and building process flow diagrams.

INTO UNIVERSITY PARTNERSHIPS  
701 B STREET, SUITE 1050  
SAN DIEGO, CA 92101  
USA

T +1 858 356 4400  
F +1 858 356 4401  
E [corporate@intoglobal.com](mailto:corporate@intoglobal.com)  
W [www.into-corporate.com](http://www.into-corporate.com)



## Location

This position will be located in Tampa, FL (preferred), or other location in which INTO operates in either in the Eastern or Central Time zones.

## Compensation

This is a temporary, 3 month assignment. This position is non-exempt/hourly; compensation is commensurate with experience.

## Qualifications

### Essential:

- Bachelor's Degree in computer science, or information systems, Problem solving capabilities, analytical thinking, attention to detail. 1 – 2 Years of experience with RPA technology (also known as 'bots'), hands on experience in web scrapping or web automation. Hands-on development experience with ETL tools and exchange information files formats in XML, Json. Excellent interpersonal and communication skills. Strong organizational skills, ability to work effectively within a culturally diverse environment.

### Desirable:

- Experience in any of these tools Automation Anywhere, UI Path, Blue Prism, Power Automate etc.

## How To Apply

Please click the following link to submit your Resume & Cover Letter before **May 12, 2021**.

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&cclid=19000101\\_000001&jobId=403921&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&cclid=19000101_000001&jobId=403921&source=CC2&lang=en_US)

INTO University Partnerships provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. INTO University Partnerships complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.