



Quality Assurance (QA) Engineer

U.S. Figure Skating, the National Governing Body for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Executive Administrative Assistant. U.S. Figure Skating is a member of the U.S. Olympic Committee (USOC) and the International Skating Union (ISU).

Reporting to the Director, Product Support & Software Applications, the QA Engineer is responsible for ensuring quality of U.S. Figure Skating home grown software applications such as the Event Management System, Membership Management System, and Learn to Skate USA. The QA Engineer needs to be highly motivated with ownership mentality and hands-on QA experience to safeguard of the U.S. Figure Skating product qualities. The QA Engineer is required to conduct functional testing for all the features and functionalities specified in the requirement documents to satisfy the functional, and non-functional requirements. The QA Engineer needs to be very familiar with Agile processes.

Responsibilities:

- Conduct functional testing for all the new and existing features and functionalities based on defined requirements in requirement documents
- Perform systems and / or cloud services integrations testing to identify any existing defects and foresee potential breaking points and risks
- Organize, manage, and carry out the execution of User Acceptance Testing (UAT) to ensure all use case scenarios are covered and the product Usability meets USFS end-users' expectation
- Conduct smoke testing as a Postproduction Deployment QA mechanism
- Work very closely with the Product Functional Manger to provide feedback on the functional requirements
- Assist in release management and communicate to the stakeholders about the deployment status
- Conduct defects triage and help determine the defect severity and priority
- Assist in analyzing product defect root causes and collaborate with the development team(s) and business stakeholders on issue resolutions
- Assist Product Functional Manger to document requirements including, but not limited to, User Stories including Acceptance Criteria and Testing Scripts, Process Flow diagrams, Use Cases, and Wireframes
- Provide functionalities guidance to the development team and serve as the gate keeper for product qualities
- Assist Product Functional Manger to communicate with stakeholders in clarifying requirements
- Conduct regression testing by either executing Testing Automation scripts or going through testing scripts manually
- Conduct performance testing by executing Performance Testing scripts and provide results analysis
- Working closely with development team as being part of the Agile team to assist resolving any functional relevant issues throughout project life cycle

Qualifications:

- College degree in information technology or business management preferred, or 5 yrs. experience in related Figure Skating business
- Minimal of 2 years of hands-on functional testing experiences for home-grown applications in an on-premise, hybrid-cloud, or cloud environment
- Ability to triage defects and prioritize the tasks and to follow through defect resolution
- Proven records of being a strong product quality gate keeper is a must
- Must have experience in a team-oriented working environment to meet cross-organizational stakeholders' expectation and working with the development team to complete projects on time
- Prior experience on testing automation is a plus
- Prior experience on performance testing is a plus
- Work experience in release management is a plus
- Work experience in functional requirement management is a plus
- Extensive knowledge and understanding of U.S. Figure Skating organizational structure, business rules and competition structure is a plus
- Ability to adapt and respond rapidly to changes in environment and priorities.

Classification: Exempt Employee

Salary: Commensurate with experience

Range: \$40,000-\$55,000

Application: Send cover letter, resume, and three references:

Cassy Papajohn
U.S. Figure Skating
20 First St.
Colorado Springs, CO 80906
cpapajohn@usfigureskating.org

Please note telephone calls will NOT be accepted.

Review of applications will begin immediately. Applications will be accepted until this position is filled.

Applicants must be authorized to work in the United States. USFSA will not consider candidates who require sponsorship for a work-authorized Visa, nor will we sponsor a work-authorized Visa in the future.