



Position Title: Ellucian Systems Administrator
Reports To: Vice President, Information Technology/CIO
Department: Information Technology
Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW

The Ellucian Systems Administrator is responsible for supporting, maintaining, and improving the College's existing Ellucian software applications and solutions to include PowerCampus, PowerFAIDS, and Microsoft Dynamics GP integration. This position is responsible for facilitating system upgrades, development and testing of related systems and databases as required. The Ellucian Systems Administrator is also responsible for providing Level 2 technical support to end users of PowerCampus, SelfService, PowerFAIDS, Microsoft Dynamics GP and Raiser's Edge.

DUTIES AND RESPONSIBILITIES

- Responsible for taking the lead on all Ellucian System upgrades, integration, and testing support for the following applications: PowerCampus, SelfService, PowerFAIDS, MS Dynamics Great Plains & Raiser's Edge
- Develop programs, scripts and/or SSIS packages as needed to extract/manipulate data as needed
- Deploy reports using MS SQL Server and Visual Studio
- Responsible for validating, verifying, and resolving software issues through careful and thoroughly documented testing
- Responsible for providing Level 2 technical support and assistance to end users of PowerCampus, SelfService, PowerFAIDS, and Microsoft Dynamics GP and Raiser's Edge
- Responsible for diagnosing, troubleshooting, and promptly fixing issues and/or general system outages
- Monitor and resolve service issues and provide guidance and status updates regarding potential future impacts
- Ability to work across multiple platforms including OS/390(MVS), UNIX, CICS, TSO, DB2 and Windows
- Monitor ticketing queues, and other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree from a four-year College or University in a related field and a minimum of ten (10) years related experience

- Minimum of five (5) years technical experience supporting Ellucian applications
- Master's degree from an accredited institution and related experience in higher education, preferred
- Must be willing to relocate to Memphis (if applicable)

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience administering Ellucian applications, and troubleshooting applications across multiple platforms including OS/390(MVS), UNIX, CICS, TSO, DB2 and Windows
- Excellent interpersonal/customer service skills
- Excellent written and verbal communication skills
- Excellent organizational skills
- Proficient in use of Microsoft Office 365

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please