

Administrative Systems Coordinator – JENZABAR EX

We are currently seeking a talented Systems Coordinator to take ownership of the day to day responsibility of supporting the College's administrative software systems. Our Systems Coordinator will Champion continual improvement and usage of the system and implementation of processes towards this goal.

The following duties and responsibilities relate to SCCO's administrative software system - Jenzabar EX. Current modules in use include: Admissions, Registration, Advising, Financial Aid & PowerFaid, Accounts Receivable, Accounts Payable, Purchasing, Fixed Assets, General Ledger, Development & Alumni, and Higher Reach. The position will also assist with the JICS portal and a Document Management system to be purchased.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Day to day operation and support for all modules listed above
- User accounts, permissions, support, troubleshooting, etc
- Chair the administrative user group and provide direction and support for evolving the system
- Improved efficiencies within each department as well as between departments
- Work on integrations between EX and other 3rd party systems (Bookstore, NextGen Clinic system, Sirsi Library, security, etc)
- Fine tune the system to minimize manual processes wherever possible
- Provide training to users to better utilize the system
- Extend Jenzabar into other areas of the College where appropriate
- Oversee the implementation of future purchases
 - Jenzabar's Higher Reach module
 - Jenzabar's Budget module
 - 3rd Party Document Management system
- Assist in refining and improving documentation of departmental processes
- Improve interdepartmental standardization of data entry, processes, etc
- Assist the webmaster with access and administration of JICS
- Assist the webmaster with distribution of responsibility to content management of JICS portals (announcements, calendars, etc)
- Other duties as assigned

QUALIFICATION REQUIREMENTS:

Our successful candidate will have a Bachelors Degree in Information Systems or related field, (two to four years of pertinent experience may substitute in lieu of the degree) or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job; proven experience with implementation and training of software. Additional qualifications include:

- Knowledge of Jenzabar EX software and JICS preferred
- Strong knowledge of MS Office software
- Help desk experience and/or user training experience.
- A flexible attitude with proven experience of working in a small team.
- Excellent communication skills and attention to detail.
- Knowledge of Microsoft IIS, SQL Server and C# development using .NET preferred
- Strong planning, organizational, problem-solving, and time-management skills
- Ability to multitask

Qualified candidates are encouraged to send their resume along with a short cover note conveying why they feel they would be an excellent candidate for this position. **Please include salary expectations** along with your resume and cover note.

SCCO is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Please send resumes to: humanresources@scco.edu