Manager of Enterprise Applications Systems at Adams State University

The Adams State University’s Computing Services Department is currently seeking applicants for a Manager of Enterprise Applications Systems. This is a full-time, 12-month, at-will/exempt position that reports to the Chief Information Officer.

Summary of Position:

The Enterprise Applications Systems Team in the Computing Services Department supports the numerous systems which comprise our Enterprise Resource Planning (ERP) infrastructure at Adams State University. This infrastructure is based primarily on Ellucian’s Banner ERP solution running on Oracle Databases. The Manager of Enterprise Applications Systems leads and manages the Enterprise Applications Systems Team in supporting and ensuring the efficient and effective use of ASU systems to fulfill campus business objectives.

The Manager of Enterprise Applications Systems is both a functional-manager position which provides supervision and leadership support to the Enterprise Applications Team, and also a hands-on technical position as an applications programmer providing application programming support for one or more Banner ERP Modules.

Managerial Responsibilities:

- Leads, manages, mentors, and provides day-to-day oversight of the Enterprise Applications Team including interviewing, hiring, training, assigning and managing work, and guiding the development of employee work plans
- Provides technical leadership and mentoring of staff
- Develops and manages productive relationships within IT and with business leaders and staff at ASU
- Manages proactive responses to business system outages to ensure minimal impact to business continuity
- Actively and effectively communicates with team members by holding and facilitating weekly team status meetings and one-on-one meetings with team members on a regular basis
- Responsible for overseeing the project management of the Enterprise Applications Team. This includes maintaining, updating and reviewing the master team project list on a regular basis, assigning overall responsibility for projects, tasks and processes, and maintaining and communicating the status of multiple high-priority projects
- Meets regularly with the Chief Information Officer and other team leads in order to keep the CIO and other team leads abreast of specific issues and ensure individual team goals support mission and vision of Computing Services Department
- Acts as a core member of the Architecture Working group with the overarching tasks of providing input into the departmental architecture roadmap, leading and participating in appropriate trade studies and peer reviews, and providing strategic, budgetary, and resource planning recommendations to the CIO based on the architecture roadmap.
• Act as a point of contact for the department as appropriate to support campus communications and take initiative to resolve associated issues as they arise
• In coordination with the CIO, provide overall direction of team goals, and implement those goals at the team level
• Other duties as assigned that may arise in support of the team lead function

Supervisory Responsibilities:

• Work requires supervising and monitoring performance for the Enterprise Applications team including providing input on hiring/disciplinary actions and work objectives/effectiveness, administering performance evaluations, and realigning work as needed
• Actively observe performance and behavior of team members and provide appropriate supervision, mentoring and coaching to correct problem behaviors, encourage positive professional behavior and teamwork, and assist team members with professional development

Applications Programming Responsibilities:

• Function as a fully operational applications programmer for the Banner ERP system
• Perform the full range of Banner programming skills, including program design, coding, testing, debugging, maintenance and documentation through the use of analytical skill, experience and judgment
• Based upon user requirements, this position will be responsible for designing, modifying and maintaining specialized Banner programs, processes, scripts and reports
• Provide primary support for at least one module of the Banner ERP system. This includes being a technical liaison between the Computing Services Department and the functional ASU Department and monitoring and completing related work tickets for areas of responsibility
• Do research as necessary, to stay current with the changing needs and requirements of functional areas of responsibility (Financial Aid, for example) as they relate to the Banner ERP system
• Act in a support and back-up role, when needed, for other Banner team members when they are unreachable
• Work as an active team member on various team projects and initiatives, as necessary in support of short-term and long-term team goals and initiatives

Qualifications:

• Requires a Bachelor’s degree in MIS, CIS, CSCI or related field.
• Requires a minimum of 5 years professional work experience in an IT field with demonstrated increasing levels of personal, professional and technical responsibility. Preferred area of experience is in Enterprise Resource Planning (ERP) applications programming
• A minimum of 3 years in a technical leadership/management position is preferred
• Requires excellent leadership and supervisory skills with a demonstrated ability to successfully manage a diverse group of employees through discretion, professional judgment and effective personal communications
• Demonstrated technical abilities and effective teamwork skills in an Enterprise Applications Systems team-centric environment
• Strong computer programming skills with experience with SQL, PL/SQL, SQR, Perl, Groovy, Grails, Java, and Python preferred
• Experience with programming web-based middleware for Ellucian’s Banner system or a similar Higher Education ERP system is preferred
• Experience with Red Hat Linux and Oracle Databases is preferred
• Excellent verbal and written communication skills and interpersonal skills, with a demonstrated ability to work with diverse campus constituencies
• Extensive experience with implementing cross-functional and intra-departmental projects and systems
• Knowledge of current trends, ideas and resources in the Enterprise Applications Systems area of Higher Education

Benefits: Adams State has a competitive benefits package including medical and dental benefits, vacation and sick leave

Salary: $71,664 annually

Further information:

Adams State University is a state-supported institution that offers both undergraduate and graduate programs. Located in Alamosa in the San Luis Valley of south-central Colorado, approximately 4 hours from Denver and 2.5 hours from Santa Fe, Adams State is designated as a Hispanic Service Institution and as a regional educational provider. Additional information about the University can be found at http://www.adams.edu. Information about Alamosa can be found at http://www.alamosa.org

Applications:

Applicants should submit a letter of application, resume, educational transcripts, and three references. Electronic applications are acceptable. Official transcripts will be required prior to campus interviews. Review of completed applications will begin immediately and will continue until the position is filled.

Send all materials to:

Meagan Smith
Assistant to the Vice President for Finance and Governmental Relations
Adams State University
Alamosa, Colorado, 81101
719-587-7727, meagansmith@adams.edu

Adams State University is particularly interested in applications from women and minorities.

In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.
Employee Background Check Policy at Adams State University:

Adams State University is dedicated to providing a safe and secure environment for our faculty, staff, students, and visitors. To assist in achieving this goal, we conduct background checks on persons offered positions at the university prior to employment as described in the background check policy.

Full descriptions of all positions are available from the contact person listed and at http://www.adams.edu/administration/hr/employment.php. Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability and as covered by law, veteran status. In addition, university policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status, and personal status.