Senior Information Technologist (Enrollment Svs)

Posting Details

Position Information

Posting Number  SF00005
Job Title        Senior Information Technologist (Enrollment Svs)
Position Number  108056
FTE              1.00

FLSA
Position Type    Faculty/Professional Staff
Union            PTAA - Professional/Tech/Admin Assoc
Pay Grade Level  12
Pay Rate         $52,425-$61,367 (Anticipated hiring range)
Status           Calendar Year, Full-time, Permanent

Department Information

Department      Enrollment Svs.
Contact(s)      Gail Henriques
                Office of Human Resources
Contact Phone/Extension
Contact Email   ghenriques@uri.edu

Physical Demands
Campus Location Kingston
Grant Funded    No

Notes

Duties and Responsibilities
Responsible for information technology systems within the Office of Enrollment Services. Responsible for information technology systems pertaining mainly to the Student Records area; analyzes needs, and determines appropriate solutions. Provide authoritative assistance to students, parents, faculty, and Staff. May also serve as senior technologist on a project team that involves other support staff. Provide leadership, direction and training to other staff members. Act as lead point person, with regard to technology issues, with departments outside of Enrollment Services and organizations outside of the University working with Enrollment Services. Performs duties and responsibilities with minimal supervision. Serve as the senior technologist responsible for a complex system or application. Analyze the information technology needs of a department or area and determine appropriate solutions.
Provide authoritative technical consultation to customers. Plan, organize, control & provide leadership for the information technology activities of the Student Records area & Enrollment Services in general; act as project leader as assigned; make assignments to other technologists and support staff, check & evaluate progress, and report on the activities of a project team. Work with staff from other departments or vendors of the University to communicate needs, identify & resolve issues, implement solutions, whether technical or functional in nature, & ensure smooth & efficient information processing. Work with information technology staff at the University, as well as with other institutions & outside vendors to develop and maintain technology products & services for the Student Records Area & Enrollment Services in general. Continually monitor/analyze the information technology needs in support of ongoing production as well as new functions and processes. Make recommendations on appropriate solutions including software & hardware alternatives in consultation with the Enrollment Services Technical Support Team. Perform systems operations related to PeopleSoft Student Records functions, including, but not limited to, batch data processing, Records and Enrollment, Curriculum Management, Faculty & Student Self Service, Student Records and Student Records Custom Processes. Create/maintain detailed & accurate business process documentation for Student Records. Provide leadership and support to student records and registration processing, and Enrollment Services in general, through data analysis and reporting by using current University reporting tools such as Crystal, Query reporting tools, Microsoft Office, and other available tools, as well as writing functional reporting requirements and specifications. Prepare presentations for departments as part of the ongoing training effort in the implementation of all information systems for which Enrollment Services is responsible. Remain up-to-date with state-of-the-art technology, terminology, and industry trends related to student records technology and higher education technology in general. Analyze the information technology needs of a department or area and determine appropriate modifications and solutions for both technical and internal/external workflow. Provide authoritative technical consultation to staff of Enrollment Services. Provide authoritative technical consultation to customers (students, parents, faculty and staff). Serve as a member on the Enrollment Services Technical Support Team. As part of training, perform functions normally assigned to a Lead Information Technologist, although to a lesser degree. Perform the duties of an Information Technologist. Maintain a high level of understanding of current developments in the assigned area of responsibility and anticipate future needs. Manage conflicting and multiple priorities. Perform other duties as required.

Required Qualifications

REQUIRED QUALIFICATIONS:
1. Bachelor’s Degree;
2. Either 2 years’ experience in an information technology position or 4 years’ experience in a position that included a substantial amount (at least 50%) of information technology work;
3. Demonstrated proficiency using and configuring complex databases and application software;
4. Demonstrated experience using database reporting tools such as query language;
5. Demonstrated experience in providing effective customer service;
6. Demonstrated experience evaluating software products and solutions;
7. Evidence of having had experience in performing duties and responsibilities with only minimal supervision;
8. Demonstrated strong interpersonal skills;
9. Demonstrated ability to communicate effectively verbally and in writing;
10. Demonstrated ability to work with diverse groups;
11. Demonstrated ability to organize, coordinate, and supervise support staff;
12. Demonstrated ability to interpret and adhere to institutional policies, plans, objectives, rules, regulations, and standards, and to communicate the interpretation to others.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Preferred Qualifications

PREFERRED QUALIFICATIONS:
1. Master’s degree;
2. Demonstrated training experience;
3. Demonstrated experience preparing and presenting reports;
4. Demonstrated experience using Higher Education administrative services and software;
5. Demonstrated experience using PeopleSoft/Oracle application systems.
Environmental Conditions
ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

Posting Date

Closing Date 03/03/2015

Special Instructions to Applicants
Please attach (PDF) the following to your electronic application: 1) cover letter and 2) resume which contains the names and contact information for 3 references.

Quicklink for Posting http://jobs.uri.edu:80/postings/120

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. How did you hear about this employment opportunity?
   - Public Job Posting
   - Internal Job Posting
   - Agency Referral
   - Advertisement/Publication
   - Personal Referral
   - Website
   - Other

2. * Do you have a bachelor's degree?
   - Yes
   - No

3. * Do you have either 2 years’ experience in an information technology position or 4 years’ experience in a position that included a substantial amount (at least 50%) of information technology work?
   - Yes
   - No

4. * Do you have demonstrated proficiency using and configuring complex databases and application software?
   - Yes
   - No

5. * Do you have demonstrated experience using database reporting tools such as query language?
   - Yes
   - No

6. * Do you have demonstrated experience in providing effective customer service?
   - Yes
   - No

7. * Do you have demonstrated experience evaluating software products and solutions?
   - Yes
   - No

8. * Do you have evidence of having had experience in performing duties and responsibilities with only minimal supervision?
   - Yes
   - No

9. * Do you have demonstrated strong interpersonal skills?
   - Yes
   - No
10. * Do you have demonstrated ability to communicate effectively verbally and in writing?
   • Yes
   • No

11. * Do you have demonstrated ability to work with diverse groups?
   • Yes
   • No

12. * Do you have demonstrated ability to organize, coordinate, and supervise support staff?
   • Yes
   • No

13. * Do you have demonstrated ability to interpret and adhere to institutional policies, plans, objectives, rules, regulations, and standards, and communicate the interpretation to others?
   • Yes
   • No

**Applicant Documents**

**Required Documents**

1. Resume
2. Cover Letter/Letter of Application

**Optional Documents**