Posting Details
Posting Number: 6001654
Job Title: Senior Information Technologist (Enrollment Svcs)
Position Type: Staff
Union: PTAA - Professional/Tech/Admin Assoc
Status: Full-time Permanent
Department: Enrollment Services

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 &
external 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.

Position Number: 108056

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: 10-24-2014

Closing Date: 11-14-2014

(This date includes grace period if applicable.)

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.

Pay Rate:
$52,425 - $70,309

Pay Grade Level:
12

Physical Demands

Campus Location:
Kingston

Building(s):

Work Hours: