

Arizona Christian University

Position Description

Position Title:	Application Administrator	Date Updated:	10/29/2017
Reports to:	Director of IT	Department:	Information Technology
Direct Reports (if any):	N/A	FSLA Status:	Full-time / Exempt

Position Summary:

The successful applicant will be responsible for managing, supporting, and maintaining the Arizona Christian University Jenzabar EX database which includes the student/faculty web portal, Jenzabar Internet Campus Solution (JICS).

Prerequisite Qualifications:

A. Education:

- A bachelor's degree or equivalent combination of education and experience in information technology or a relevant field is preferred. However, evidence of adequate training and on-the-job success will be considered and is most important.

B. Experience:

- Database experience, preferably in higher education and in a Jenzabar environment. Proficiency with MS SQL Server 2012 RDBMS and higher.
- 2 years' experience working in an IT support environment.
- 2 years' experience with Enterprise Resource Planning (ERP) systems, experience in Jenzabar EX 5.X and higher including JICS 8.X or higher is preferred.
- Experience with Windows Server 2008 and higher, Active Directory, ASP and IIS.

C. Skills, Knowledge, Abilities:

- Commitment to the University's Statement of Faith, mission, purpose; and an active Christian faith.
- High ethical standards.
- Strong communication skills in working with varied groups. Ability to explain technical concepts in non-technical terms to these varied groups. This would include excellent written and verbal skills.
- Ability to work independently, as well as in a team environment.
- Analytical problem solving abilities and debugging skills, with keen attention to detail.
- Self-motivated with the ability to effectively prioritize and execute tasks and motivated to work without abundant supervision while meeting schedules and timelines.
- Attitude of service - Use superior technical abilities to ensure departmental and organizational success by supporting and helping others whenever possible.
- A strong desire and ability to provide excellent customer service.
- Familiarity with the academic and business processes of higher education and the interrelationships between departments, data, and systems is a plus.

Duties, Tasks, Responsibilities:

- A. Systems administration of Jenzabar and other University database systems.
- B. MS SQL Server Database administration, Jenzabar JICS Webserver administration.
- C. Create and modify Microsoft SQL Server tables, queries and views.
- D. Create and maintain system and database scripts, SQL triggers, functions, jobs, and stored procedures that address constituent needs within Jenzabar.
- E. Create and modify InfoMaker reports, and Izenda reports; for the purpose of assisting users in internal and external reporting, providing data for contracted services, interdepartmental communication, and data correction and manipulation.
- F. Primary point of contact for all issues related to the Jenzabar EX and JICS systems.

- G. Create and maintain utilities and applications that integrate, or allow third party software to integrate, with Jenzabar EX and JICS systems.
- H. Test and Install Microsoft SQL Server, Jenzabar EX and JICS patches and new releases, following change-control management and vendor-recommended best practices and procedures; supervise all changes (both vendor and in-house) to the production, play and test environments of Jenzabar EX and JICS.
- I. Additional work as assigned by the Director of IT.

Working Conditions:

- A. Position requires the incumbent to sit, stand, walk, kneel, bend, reach, and lift 50 lbs. This position includes extended periods of time where standing, and walking both indoors and outdoors, exposure to heat, as well as cooler temperatures may be required.