



Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 10,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**ERP Systems Administrator
Office of Information Technology
Regular Full-Time Position
Professional Staff Skill Level 13
Position Number 365000**

General Description

The ERP Systems Administrator reports to the Director of Office of Information and Technology and is responsible for leading and managing the Enterprise Resource Planning (ERP) and Web Services staff, functions as a lead systems analyst, and may perform some programming. This administrator pro-actively monitors the production environment to ensure user satisfaction, and anticipates new requirements based on changing business needs and new trends in technology. This position is actively involved in new development, gathering requirements and putting the required team in place to implement the solutions. This position also provides oversight and maintenance of the Ellucian Banner and Web Services production environments including interfaces to other systems, APSU developed applications and vendor upgrades.

Primary Duties and Responsibilities

- Supervise the ERP Systems and Web Services staff and serve as backup.
- Involved in the decision making process related to managerial responsibilities such as coordination of projects, resource allocation, developing standards, establishing schedules, and TBR modifications.
- Manage Banner security with Fine Grain Access, templates and security classes.
- Manage ARGOS user environment and security.
- Manage eprint repositories and security.
- Manage APSU developed AppWorx processes.
- Manage Luminis for a single signon solution.
- Manage Oracle upgrades and patches.
- Manage and assist with Banner upgrades and patches.
- Manage web applications and campus web services.
- Manage third party interfaces for integration.
- Manage Workflow environment and processes.
- Manage Evisions products for Form Fusion, Intellicheck and ARGOS APSU developed applications.
- Manage MS SQL Server applications and security.
- Serve on university committees and Tennessee Board of Regents committees.
- On-call 24 hours per day to resolve problems.
- Perform other duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to multi-task and work in a fast-paced, production environment.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to perform successful coordination, scheduling and follow-up on all systems analysis and programming tasks assigned to the department.

Essential Functions continued

- Knowledge of and experience with Oracle development tools such as SQL Developer, including OracleForms, SQL, PL/SQL, stored procedures and triggers.
- Working knowledge of the hardware and software systems applicable to the university environment.
- Extensive knowledge in complex application systems design and analysis, creating user requirement documents, high level analysis design documents as well as detailed specifications.
- Knowledge of the Ellucian Banner System technical architecture as well as integration technologies to ensure all future enhancements or integration solutions are well planned and architected.
- Knowledge of Microsoft SQL Server technical architecture as well as integration technologies to ensure all future enhancements or integration solutions are well planned and architected.
- Knowledge of Evisions Argos reporting tool, Intellectcheck, and Form Fusion products.
- General knowledge of Touchnet product as installed on the Banner Systems.
- General knowledge of Drupal (web content management system).
- General knowledge of web server and network performance, security, etc.
- Ability to maintain accuracy in dealing with a large volume of details.
- Ability to work in a collaborative team environment and to work cooperatively with others.
- Ability to organize, set goals, plans, and priorities, to achieve results and meet deadlines.

Required Minimum Qualifications

- B.S. degree in information systems, computer science, or a related field.
- A minimum of five (5) years previous programming experience with at least two (2) of these years involved in design and analysis.
- Previous supervisory experience.
- Experience managing implementation, migrations, customization, upgrades, integration and supporting of ERP systems for Higher Education.
- Project Management/Team or Project lead experience.
- Previous experience using Oracle and web-based applications.
- A background and credit check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree.
- Previous experience in a higher education institution.
- Familiarity with Sungard HE ERP systems.
- Administration, Computer Science or Information Systems.

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