

## Colleague Administrator

### Description

We are seeking a Colleague Administrator to join our innovative information technology team. This position offers the opportunity to make significant contributions to technological advancements. Our client university is dedicated to utilizing technology to streamline operations and enhance efficiency. Bring your passion for technology and positive attitude toward process improvement to help improve operations while increasing your technical acumen. As a direct report to the campus Chief Information Officer, the Colleague Administrator is responsible for the management, maintenance, and optimization of the campus Enterprise Resource Planning (ERP) system, Colleague. The Colleague Administrator works closely with various departments on campus to maintain and optimize Colleague in support of meeting the institution's needs and supporting its operations efficiently.

**Essential Job Duties**

- Manage and administer the ERP system, including user access, security settings, and system configurations.
- Perform regular system updates, back-ups, database clones, patches, and upgrades to ensure the system is running smoothly and securely.
- Monitor system performance and troubleshoot any issues or errors that arise, creating Ellucian cases navigating support and escalation processes to resolve issues.
- Develop project plans and clear and concise documentation of systems and processes.
- Oversee the integrity and accuracy of data within the system.
- Develop and implement data management procedures and best practices in collaboration with appropriate CampusWorks stakeholders and campus stakeholders.
- Assist in data migration, data cleansing, and data validation efforts.
- In collaboration with and approval from the CIO, customize and configure the ERP system to meet the specific needs and requirements of the institution.
- Work closely with the CIO, other IT team members, and departments to integrate the ERP system with other systems and applications.
- Collaborate with campus stakeholders to gather requirements and implement solutions that streamline institution processes.
- Create and disseminate clear and concise documentation of systems and functions.

**Minimum Qualifications**

- Bachelor's degree in computer science, Information Technology, or a related field (or equivalent work experience).
- 3-5 years of experience working with Ellucian Colleague administration.
- Experience with UniData or UniBasic query language and SQL.
- Working knowledge of the Linux Operating System, as required to install and maintain Colleague in that environment including file and directory management, security/permissions and managing Linux accounts.
- Excellent communication skills, both written and verbal, with the ability to explain technical concepts to non-technical users.
- Strong organizational and problem-solving skills.
- Ability to work independently and as part of a team, managing multiple tasks and priorities effectively.

**Preferred Qualifications**

- Experience with Ellucian Experience and Ethos is a plus.

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### Contacts

Job listing via RemoteOK.com

### Hiring organization

CampusWorks, Inc.

### Job Location

Remote

### Date posted

May 15, 2024

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