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# Director, Technical
# Alcorn State University

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Downloaded On: Apr. 1, 2025 5:57pm
Posted Nov. 25, 2024, set to expire May 10, 2025

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|---|---|
| **Job Title** | Director, Technical |
| **Department** | Center for Information Technology & Services |
| **Institution** | Alcorn State University<br>Lorman, Mississippi |
| **Date Posted** | Nov. 25, 2024 |
| **Application Deadline** | Open until filled |
| **Position Start Date** | Available immediately |
| **Job Categories** | Director/Manager |
| **Academic Field(s)** | Computing/Informational Services |
| **Job Website** | https://jobopps.alcorn.edu/postings/7429 |
| **Apply By Email** | |

**Job Description**

## Department

Center for Information Technology & Services

## Job Summary

The incumbent works with all areas of the university that use Banner, from Finance to Registrars to Institutional Research and others.

## Knowledge Skills and Abilities

- Working knowledge of systems such as Ellucian BANNER ERP, Cognos and other systems

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- Working knowledge of IIBA BABOK, Six Sigma, PMI standards
- Skilled in writing functional procedures and functional systems development specifications
- Skilled in writing basic SQL queries
- Skilled in delivery of required knowledge
- Skilled in the use of standard Office applications on personal computers
- Excellent communication skills, verbal, written and inter-personal

## Essential Job Functions

- Assist the University as a liaison from CITS in the support of University information systems by maintaining and contributing a thorough knowledge of University systems and inter-system integrations from a functional, business process, and procedures perspective
- Create and maintain business process diagrams and procedures documentation of our customer business units and cross-functional business processes
- Assist in developing ad hoc business intelligence reporting
- Create written functional specifications and user acceptance test plans for application development projects
- Coordinate testing of system modifications, and implementation of new business and system procedures
- Perform end-user training of new functionality for system upgrades.
- Analyze business systems procedures; develop business process diagrams, functional procedures and data standards of related business functions within and between business units
- Work with functional users as a liaison from Information Technology Services to develop new procedures and system usage recommendations to meet changing business needs. Document functional business procedures and functional systems specifications
- Develop project plans, manage project implementations. Work with functional users and technical staff to understand and communicate business priorities, impacts, risks, and develop solutions, workarounds, manage priorities and expectations

## Qualifications

- Master of Business Administration or Master’s Information Systems
- 3-5years experience in Ellucian Banner ERP system
- 3-5years experience in higher education administration

## Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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