

Director, Technical  
Alcorn State University

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Posted Nov. 25, 2024, set to expire May 10, 2025

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

**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  
Working knowledge of IIBA BABOK, Six Sigma, PMI standards

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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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**Contact**

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