



Job Title: Systems Integration Specialist / Manager

Department: Seminary Information Technology (IT)

Reports To: Chief Operating Officer

Status: Full-time Exempt

Summary

The IT Department is accountable to meet the technology needs of the Seminary and the Seminary community. This position is accountable for integration and development of Seminary systems.

Primary Responsibilities

1. Data integration management: Regular integration is required among a number of systems, as well as development of new tools and systems, to ensure a seamless workflow for employees and students. Calvin Seminary utilizes the following for the listed functions (proficiency in these specific systems is not required):
 - a. Student database -- Blackbaud Education Edge
 - b. Financial Aid -- CollegeBoard PowerFAIDS
 - c. Learning management -- Instructure Canvas
 - d. Course capture -- Echo360
 - e. Donor management -- Blackbaud Raiser's Edge
 - f. Network management -- Microsoft Active Directory
 - g. Website management -- WordPress
2. Database management: This position must ensure the structure and integrity of the data found in the above systems as well as outside databases used in the integration process.
3. Learning Management System and Course Capture support: In conjunction with the Educational Technologist and IT Manager, ensure the proper functionality of the Learning Management System (Canvas) and Class Capture System (Echo360).
4. Website programming and support: In conjunction with the Web Team and Communications Team, maintain the content and functionality of several Calvin Seminary websites.
5. Community support: Work collaboratively with individuals and teams in various departments to meet the needs of faculty, staff and students.

Secondary Responsibilities

1. Develop and recommend policies and procedures related to use of technology and be aware of new and emerging technological resources.
2. Assist in student technology support such as wireless access, printing, classroom systems and student accounts.
3. General technology support for faculty & staff regarding office computers & laptops, classroom technology and system accounts.
4. Assist in setup and maintenance of server environment, including both physical and virtual machines.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, experience and/or ability required.

Technical Skills or Experience preferred

1. 3+ years of experience in educational environments preferred
2. Programming languages: VB, VBA, C#, .NET
3. Database programming and integration, including MS SQL
4. API programming using SOAP, REST
5. Excellent problem-solving skills.
6. Familiarity with both PCs and MACs.

Education and/or Experience

- A bachelor's degree from a four-year college or university or the equivalent combination of education, experience and industry certification, preferring at least three years of experience in an education setting.
- Demonstrated ability to think logically, analyze data, and process detailed information.
- Demonstrated ability to effectively plan, develop goals, meet deadlines, and accomplish goals while prioritizing workloads.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.

Integrity

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, the person must be familiar with or willing to learn about and respect the Christian Reformed Church of North America and her constituencies. A living, vibrant Christian faith and active church membership are essential.

Communication Skills

This position requires the incumbent to maintain good communication with members of the faculty and staff and a diverse student body. The individual must connect and collaborate well with other offices and personnel, and be able to handle confidential information. The person in this position should have the ability to teach and train individuals and teams about the software applications.

Decision Making/Judgement

This position involves managing projects and/or assignments requiring some decision-making authority and the ability to take initiative. Major decision-making will be accomplished in consultation with supervisor(s).

Other Skills and Abilities

1. A personable team player who is flexible and capable of managing multiple projects and responsibilities at one time.
2. Creativity, energy, and ability to be a self-starter.
3. Willingness to assist others with a servant attitude.
4. Organized, detail-oriented, able to proofread and check data for accuracy.
5. Ability to work collaboratively with individuals and teams in various departments.

Physical Demands/Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work in this position is performed within routine office conditions, including prolonged sitting and standing, use of a personal computer and telephone (eye and hand strain), occasional lifting up to 50 pounds and usually without exposure to hazardous or unpleasant conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.