



Job Title: Systems Integration Administrator
Department: Seminary Information Technology (IT)
Reports To: Chief Operating Officer
Status: Full-time Exempt

Summary

The IT Department is responsible for meeting the technology needs of the Seminary community. We are seeking a self-motivated, innovative, and people-oriented Systems Integration Specialist/Manager, who will coordinate and oversee all the technical integration and development of seminary systems. The Systems Integration Administrator will work closely with the IT team (which includes the Systems Integration Administrator, the Technology Support Manager and several student help-desk workers) to review and analyze the effectiveness and efficiency of existing systems and, with others, provide strategic direction in leveraging and improving them.

Primary Responsibilities

1. Data integration management: Regular integration is required amongst a number of software systems, as well as development of new tools and systems, to ensure a seamless workflow for employees and students.
2. Database management: Ensure the structure and integrity of the data housed in various 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 Technology Support Manager, ensure the proper functionality of the learning management system and class capture system.
4. Website programming and support: In conjunction with the Web Team and Communications Manager, 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 technology 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 our Help Desk in technology support as needed.
3. Assist the Technology Support Manager with faculty & staff technology support as needed.

4. Assist the Technology Support Manager with setup and maintenance of server environment, including physical and virtual machines.
5. With others, develop and recommend policies and procedures related to use of technology and availability of new and emerging technological resources.

QUALIFICATIONS

The knowledge, skills, experience and/or abilities listed below are representative of the requirements necessary for success in this position.

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

1. 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.
2. Demonstrated ability to think logically, analyze data, and process detailed information.
3. Demonstrated ability to effectively plan, develop goals, meet deadlines, and accomplish goals while prioritizing workloads.
4. 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.
5. Documented experience developing and implementing integration of systems to improve overall processes

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 verbal and written 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 Technology Support Manager and/or 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.