Job Title: Systems Integration Administrator  
Department: Seminary Information Technology  
Reports to: Information Technology Manager  
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 and innovative person 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 Information Technology Manager and several student help-desk workers) to maintain the effectiveness and efficiency of existing systems, to ensure that various systems integrate effectively, and provide strategic direction in leveraging and improving them. This is an on-site position with flexibility for some remote work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Oversee all integration functions of current and future systems in use by various departments, including Student Information System (SIS), Learning Management System (LMS), Development System, Financial Services System, Class Capture System, Online Signature Management System, Facility Management System and other systems. This role of integration also includes the following:
   - Managing data integration process for University systems (ID Card system, emergency notification, library access, etc)
   - Managing schedule integration between the calendar in Populi and the class capturing system
   - Managing SQL server functionality and updating for all backend integration processes
   - Managing administrative and security setting for all systems and users
   - Working with various departments (systems users) to determine data integrity, process, and flow
   - Providing primary technical support for faculty, staff, all employees and students regarding general use of various systems
   - This role is also the primary contact for all listed systems with support for all high-level inquiries

2. Website Management, including:
   - Assisting with the setup and organization of all site content
   - Managing registration and maintenance of all domain names
   - Managing registration and maintenance of all security certificates
   - Providing primary technical support for all users regarding general use and resolution of issues
   - Liaising with vendors and other providers and providing support for all high-level inquiries and projects
   - Being the primary developer of new landing pages, structural changes, redirect links, etc.
   - Collaborating frequently with a web team to determine projects and set vision

3. IT Team, which includes the following requirements:
   - Active participation with IT team to determine projects and set vision
   - Secondary technical support for network and computer systems
   - Secondary technical support for classroom systems and event A/V systems
   - Assisting in pulling information and modifying reports for annual auditing process
4. Other tasks include,
   ● Working with COO and IT Team to develop and implement a records retention policy for appropriate archiving of confidential files
   ● Working with the Director of Communications and IT Manager to establish and manage a good flow for media from creation to posting to archiving
   ● Taking the lead on potential data migration to new Development/CRM system in 2022
   ● Managing calendar integration with a potential new meeting room scheduling system.
   ● Other duties as assigned to assist the Information Technology department and Calvin Seminary.

SUPERVISORY RESPONSIBILITIES
Occasional supervision of student IT help-desk workers.

QUALIFICATIONS
To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and ability required.

EDUCATION and EXPERIENCE
This position requires a bachelor’s degree from a four-year college or university. Three or more years of IT systems work experience is required, and programming and SQL experience is preferred. Excellent problem solving skills and familiarity with both PCs and MACS are needed.

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/JUDGMENT
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 the IT Manager, COO and/or others.

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.

PERSONAL 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, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active church membership are essential.

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.