



BISHOP STATE COMMUNITY COLLEGE

Position Announcement

Posted Date: July 2, 2019
Closing Date: Until filled

Position: System Analyst/Career Placement Technician

Campus: Carver

Minimum Requirements:

- Bachelor degree from a regionally accredited institution.
- Three (3) years of experience in computer software and hardware maintenance and repair.
- Three (3) years of experience using computer information skills in project management of information technology projects.
- Three (3) years of experience working with academic technology at the college level is *preferred*.

Required Knowledge, Skills, Abilities and Responsibilities:

- Knowledge and ability to install software.
- Knowledge of Administrative Systems supporting software ;(BDMS, Netdate, MyLabs Plus, Electronic Transcripts, Federal and State Reporting, ID Systems, EdExpress, NACHA File Layouts and requirements, Argos, MAPS, etc.)
- Knowledge of Windows Operating Systems required.
- Knowledge and ability to solve software compatibility and internet issues.
- Ability to work well with others.
- Effective oral and written communications skills.
- Effective organizational skills.
- Ability to work independently with minimal supervision.
- Ability to work under moderate pressure of schedules, deadlines, and requirements for accuracy.
- Ability to monitor, analyze, and troubleshoot software issues.
- Administer the Institutional Administrative Software day to day operations.
- Schedule if and when to install patches and upgrades to Banner/Alliant modules
- Assist user with Action Line Tickets and Action Line corrective actions.
- The Technician will maintain the Academic Technology Help Desk.
- Track help desk problems and troubleshoot reported issues and document resolutions.
- Generate a yearly State of Academic Technology Center report that includes documenting successes and challenges faced by the center.
- Review such report with the Director and create action points to mitigate challenges throughout the following year.
- The Technician will assist the Director in developing, designing, and delivering training and orientation sessions on the instructional technology equipment.
- Assist faculty and staff with hardware and software problems.
- Install hardware, software, and repair computers in classrooms, computers labs and instructors desks as needed.
- Maintain computer inventory and controls per College's guidelines.
- Upload multi-media presentations onto all television display monitors.
- Program in SQL to support Banner
- Provide essential DBA functions to support the Oracle Databases.
- Program cabinets for Banner Document Management
- Plan and design, write, debut and implement data blocks in Argos.
- Perform other duties as assigned by the Director of Information Technology Services, Vice President of Operations and/or the President.

Essential Job Functions:

Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skill is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Salary: ACCS Salary Schedule: **E1-01 (\$48,911-\$63,196)**

Continued employment is contingent upon funding from the grant.

Application Procedure:

Position announcements and employment applications are available at www.bishop.edu and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to humanresources@bishop.edu. Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted. **Only complete application packets will be given consideration for employment.**

A completed application packet consists of:

- Completed Bishop State Community College employment application (must be signed)
- Letter of interest with reference to the position announcement
- Current resume
- Applicable Transcript (While an unofficial transcript may be submitted as part of the application packet, an official transcript must be received before the date of hire.)
- *Verification of Work Experience* form for directly related work experience from current and/or previous employers (form included as last page of application) **and/or** letters from current and/or previous employers verifying directly related work experience (letters must include employment dates, job title, full-time equivalent, and must be on company letterhead and signed by authorized personnel). If minimum qualifications on position announcement indicate an amount of required experience, verification of work experience to support such requirement must be submitted.

Application Deadline:

A complete application packet must be received in the Office of Human Resources. In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Other Information:

The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and /or skills assessments. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College Systems Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. Bishop State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.