MAJOR PURPOSE:
The Systems Integration Specialist position requires strong business skills and is responsible for providing system-level support of information systems, including installation, configuration, maintenance, and support of these systems. In addition, this position is responsible for reviewing, analyzing and occasionally modifying systems including developing, testing, debugging and installing to support information systems. This position requires a working knowledge of relational databases, web and client-server concepts, and the ability to rely on experience and judgment to plan and accomplish goals. The Systems Integration Specialist utilizes campus-wide information systems and technology resources to enhance administrative capabilities.

ESSENTIAL FUNCTIONS:
1. Provide data and information systems support the WJU campus.
2. Provide technical expertise and recommendations in assessing new projects and initiatives to support and enhance the student information system – CAMS Enterprise.
3. Identify opportunities and provide recommendations to user groups that can improve efficiency of processes by leveraging technology.
4. Provide assistance and advice to users in effective use of campus-wide information systems.
5. Assist users in creating or modifying functional reports.
6. Provide SQL administration in live and test environments for student information systems.
7. Develop, test, and deliver new and expanded IS interfaces utilizing sound project management procedures.
8. Provide information systems technical support as needed.
9. Work as a team member with other technical staff to ensure connectivity and compatibility between systems.
11. Any and all other duties as may be assigned from time to time by the Director of Technology.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
- Bachelors degree or equivalent required, computer science degree preferred

REQUIRED/DESIRED KNOWLEDGE:
- Extensive knowledge of data processing, relational databases, and campus-wide information systems.
- Technical experience with systems networking, database structure, web development, report generation and end-user support.
- Strong background and understanding of SQL database design.
- Proficient knowledge of VBScript, JavaScript, and ASP.
- Experience in the development and implementation of standards, procedures, and guidelines to support operational processes.
- Familiarity with Moodle or HTML a plus
SKILLS/ABILITIES:
- A results oriented individual who thrives working in a fast paced environment.
- Strong written and oral communication skills
- Strong organizational and project management skills with effective results focus within an information systems environment.
- Strong analytical and problem solving skills.
- Self-motivated with the ability to manage changing priorities and meet deadlines.
- Proven ability to be flexible and work hard, both independently and in a team environment, in a high priority customer service, on-call environment with changing priorities.
- Willingness to work occasionally outside of normal business hours in response to needs of the systems being supported.

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

______________________________________ _____________________________
Employee Signature     Date