ENTERPRISE APPLICATIONS ADMINISTRATOR
Position Description

To apply, submit an employment application (click here for application), resume, and letter of interest to: Chief Information Officer
5301 S. Highway 16, Rapid City, SD 57701

Summary
Support the mission of the university as defined by the policies, practices of the university president/CEO and board of governors. To plan, coordinate and oversee all activities related to the design, development and implementation of enterprise information systems and software applications. This includes configuring, maintaining, and supporting NAU’s student information system and other enterprise software applications. This person will analyze business requirements to identify and implement software applications that improve NAU’s business processes. This person will also help troubleshoot performance issues and participate in network systems implementation projects.

Minimum Qualifications
This position must satisfy the following minimum qualifications:
1. Bachelor’s degree in a computer related field, advanced degree preferred.
2. Five years of experience managing the development and deployment of new enterprise applications or enhancements to existing applications. Five years of management experience with management experience in higher education preferred. General knowledge and working experience with CampusVue or other student information systems preferred.

Skills and Attributes
Must possess the following skills and attributes: proven management skills; strong computer skills with a student-centered attitude; ability to independently initiate tasks and complete multiple tasks under changing conditions; strong attention to detail; excellent verbal and written communication; integrity; professionalism; strong work ethic; goal-oriented; collaboration, and organizational skills; adaptability; and, willingness to learn and improve in all aspects of the position.

Essential Functions
The Enterprise Applications Administrator performs the following essential functions:
1. Review and analyze existing application effectiveness and efficiency and develop strategies for improving these systems.
2. Provide customer support and technical direction for problem resolution.
3. Enforce and monitor security policies and procedures for software applications.
4. Manage CampusVue student records and student portal accounts.
5. Perform application tuning, configuration, monitoring, and administration.
6. Plan and manage application software upgrades.
7. Analyze custom administrative software requests and present solutions.
8. Ensure that any new software integration into NAU’s systems meets functional requirements and system compliance.
9. Optimize application performance through proactive maintenance and process improvement.
10. Perform daily monitoring and capacity planning for enterprise information systems.
11. Serve as a “backup” for other team members, seeking cross-training in their areas of expertise, and perform those duties in their absence.
12. Build custom reports and dashboards to support management decision making.
13. Supervise Application administrators, Application Support Analysts and other staff, applicable.
14. Perform other duties as assigned.

**Required Work Hours**
8:00 a.m. to 5:00 p.m., Monday through Friday, plus additional hours as may be required to complete responsibilities and duties. Some travel required.

**Reporting and Supervisory Responsibilities**
1. The Enterprise Applications Administrator reports to the Chief Information Officer.
2. This position supervises Application Administrators, Application Support Analysts and other supervisory or office support staff as applicable.

**Physical Requirements**
Must be able to talk, hear, see, write, type, dial, reach, bend, and lift and carry objects up to 40 pounds.

**Travel**
Periodic travel may be required.

**Classification**
1. FLSA: Exempt
2. IPEDS: Management

*Note:* This position description does not list every activity, duty, and responsibility of the position and may be altered at any time.