

Assistant Coordinator - Information Technology Services  
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=227794>

Downloaded On: May. 8, 2024 3:38am

Posted Dec. 19, 2023, set to expire Dec. 7, 2024

<b>Job Title</b>	Assistant Coordinator - Information Technology Services
<b>Department</b>	Information Technology
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Dec. 19, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Job Website</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Assistant-Coordinator---Information-Technology-Services_J0001960">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Assistant-Coordinator---Information-Technology-Services_J0001960</a>

**Apply By Email**

**Job Description**

**Department:**Information Technology

**Salary/Hourly:**\$44,280.33 Annual

**Union/Position Status:**AAECC FT

**Posting Closing Date:**January 18, 2024

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

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This means any applications must be submitted by 11:59 PM the evening before.

## **JOB DESCRIPTION**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves coordination of various administrative applications and Information Technology Services (ITS) which support the institution. Work performed under the supervision of the Director of Enterprise Resource Planning (ERP) System and Information Services or his/her designee. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Assists with identifying technology solutions for the ERP administrative system, which can be used to solve business challenges for the college functional areas;
- Assists ITS staff resources with design specifications, logic, and data requirements;
- Assists with projects and collaborates with software Consultants to implement ERP software updates, features, and enhance efficiency. Supports the Workday Enterprise Resource Planning (ERP) and Student Information System (SIS) administrative software;
- Assist functional area end users with testing ERP design changes or updates;
- Assists with data quality and integrity of the ERP system;
- Collaborates with college functional areas to develop complex reports in Workday;
- Assist with project coordination or assist the ITS Coordinator Lead on various projects;
- Helps implement, support, and maintain ERP solutions;
- Develops Functional Requirements to support business needs;
- Keeps abreast of new technologies to ensure current principles and practices;
- Assists college functional areas in training staff to use the ERP administrative system;
- Support end users of the ERP administrative system and troubleshoots their issues;

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to use Microsoft Office, Windows and Teams software effectively; Workday ERP/SIS administrative software experience preferred; logic or programming skills are necessary; ability to assist with team efforts and projects; good organizational ability; ability to communicate effectively both orally and in writing with both business and technical users; sound professional judgment; tact; dependability; physically capable of performing the essential functions of the position with or without reasonable accommodation.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited college or university with an associate degree in computer information systems or computer science or related technical field and one (1) year experience in an administrative system or related environment.

**SPECIAL REQUIREMENTS:**

Official transcripts will be required for successful candidates within 30 days of hire.

Contact Human Resources at (716) 851-1840 with any questions.

***Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.***

**Notice of Non-Discrimination**

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SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

*The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:*

**Civil Rights Compliance Officer**

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 851-1844

*For further information on notice of non-discrimination, please contact:*

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

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New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

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