SIS/CRM Administrator
Brazosport College

Job Title	SIS/CRM Administrator
Department	Administrative/Staff
Institution	Brazosport College
	Lake Jackson, Texas
Date Posted	Nov. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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SIS/CRM Administrator

Posting Number: 70912
Position Type: Administrative/Staff
FTE: Full-time
Department: Information Technology

Job Summary/Basic Function:
This position will report to the IT Director in Information Technology. This position is responsible for the following duties and responsibilities:

- Provides administration of all aspects of support for the Anthology Student Information System (SIS), Anthology Reach (CRM), and related third-party applications;
- Provide user support by determining user SIS and CRM needs/problems;
- Research SIS and CRM needs/problems with Anthology and third-party providers;
- Create, pilot and document solutions;
- Work collaboratively with cross-functional teams from the divisions of Financial Aid, Admissions/Registrar, Business Office, Instruction, Counseling and Testing, etc;
- Lead cross-functional teams in SIS and CRM related project work;
- Serve as a functional Anthology Subject Matter Expert on campus and an Anthology point of contact with BC;
- Assist in the development of system extensions;
- Collaborate with third-party vendors and contractors on projects regarding integrations, workflows, custom reports, and forms;
- Interfaces with relevant committees and departments to monitor and report data quality;
- Assists with data quality management to ensure contextual accuracy of system data and system stability;
- Support online tools associated with the student information system including MyBC Next, D2L and any other online tools integrated with the SIS;
- Perform other duties of a similar nature or level as assigned.

Minimum Qualifications:
The minimum qualifications for this position are:

- Minimum of a bachelor's degree from a regionally accredited college or university;
- Experience in programming, preferably SQL & C#;
- Experience in working on SIS, preferably with Anthology;

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- At least three years of experience in user support of complex information systems;
- Excellent organizational skills and detail-oriented work habits;
- Strong communication skills (oral and written), including strong customer relations skills;
- Demonstrated ability working with culturally diverse populations;
- Other qualities, experiences, and skills that enhance one's value to the institution.

Desirable Qualifications:

Physical Demands:
Able to traverse campus, carrying, reaching, handling, fine dexterity, vision, hearing, talking, and ability to drive to off campus locations.

Posting Date: 11/07/2024
Closing Date:
Open Until Filled: Yes
First Pool Date: 11/17/2024

Special Instructions to Applicants:
It is a requirement for an official transcript, not a copy, documenting the minimum degree requirements be sent directly from the issuing institution to the attention of Human Resources at Brazosport College, 500 College Drive, Lake Jackson, TX, 77566.

To apply, visit https://employment.brazosport.edu/postings/4527

Contact Information

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

Contact

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