



Job Vacancy Announcement

Administrative Applications Software Specialist

POSITION TITLE: Administrative Applications Software Specialist

JVA#: 2023-16

DEPARTMENT: Computer Services

POSITION SUMMARY: Under general administrative direction, reporting to the Chief Technology Officer, the Administrative Applications Software Specialist is responsible for providing primary support at the software and hardware levels, performing analysis, generating reports, consultation, and maintenance support for Bluefield State University Campus.

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

CORE RESPONSIBILITIES:

- Consult with administrators, staff, and others as necessary to determine application software needs.
- Analyze current application software programs and develop needed programs to meet the determined needs of Bluefield State University.
- Provide solutions to problems varying from routine to complex in nature to ensure user satisfaction and productivity.
- Support faculty and staff in utilizing the Banner Student Administrative Software Application and Office 365 Services.
- Provide functional and technical support to the web-oriented Banner products(ie Self-service, Degreeworks, etc).
- Develop, modify, and configure web-based applications that relate to Banner and Argos, but may include other institutionally used software such as API integration with 3rd party implementations.
- Consult with supervisor and others as appropriate, and serve as a liaison with external vendors as may be necessary, in the resolution of issues as they arise.
- Conduct detailed study of complex documentation and source code, in preparation for training end users and technical personnel in the use of Banner, Argos, Microsoft Software packages, and other digital platforms.
- Provide programming via various products in the technology stack to meet the needs of Bluefield State University users.
- Remain up-to-date with technology to recommend improvements and/or changes.
- Ability to understand the university information process, and compile and disseminate data as it relates to various offices.
- Proven programming skills; demonstrated analytical skills; strong communication and interpersonal skills, both verbal and written; demonstrated computer literacy; strong organization skills.
- Ability to meet the working hours of the position, which may include early morning, evening, and weekend hours.
- Perform other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS: Bachelor's Degree from an accredited institution, preferably in Computer Science or a related field. Extensive knowledge of database management programming and analysis. Broad technical knowledge and skills, with the ability to demonstrate this through knowledge and understanding of current computing, telecommunications, and emerging technologies. Ability to analyze, debug, and solve complex system and database problems. Ability to prioritize tasks. Management, oral and written communication skills. At least one year of increasingly technical experience directly relevant to the job duties and responsibilities of this position. Significant experience in all aspects of information technology planning development and implementation, including but not limited to enterprise resource planning, systems, architecture, telecommunications, database administration, Web and social media development, and security and compliance issues. A valid Driver's License is required.

PREFERRED QUALIFICATIONS: Oracle, BANNER, and Linux experience is preferred.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. **BSU welcomes all qualified candidates to apply.** More information about the University is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: October 26, 2023

CLOSING DATE: For full consideration, applications must be received by 4:00 p.m. EST, Friday, November 10, 2023. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.