



Bluefield State College

Job Vacancy Announcement

Administrative Application Software Specialist

POSITION TITLE: Administrative Application Software Specialist

JVA #: 2021-17

DEPARTMENT: Computer Services

POSITION SUMMARY: Under general administrative direction, reporting to the Associate Director of Administrative Computing, the **Administrative Applications Software Specialist** is responsible for providing primary support at the software and hardware levels, perform analysis, generate reports, consultation, and maintenance support for Bluefield State College 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. Position is dependent upon available funding.

CORE RESPONSIBILITIES:

Responsibilities include, but are not limited to:

- 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 College.
- 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. SelfService, 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 (Administrative and Self Service), Argos, Microsoft Software packages and other digital platforms.
- Provide programming via various products in the Technology stack to meet the needs of Bluefield State College users.
- Remain up-to-date with technology as to recommend improvements and/or changes.
- Ability to work effectively as a leader and team member to ensure that departmental goals are met.
- Ability to understand the college 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 organizational skills; detail oriented with attention to accuracy and timeliness.
- 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 in Computer Science, Management Information Systems or closely related field from an accredited institution. At least five years of Oracle or SQL Server, SQL, HTML; Java, Groovy/Grails, PL/SQL, Angular JS, React; PC and Linux related software and operating systems experience required. Must maintain a valid State Driver's License.

PREFERRED QUALIFICATIONS: Master's Degree

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College 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 BSC 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.

DATE POSTED: September 28, 2021

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Wednesday, October 13, 2021. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

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