DEPARTMENT OF INFORMATION TECHNOLOGY
DIRECTOR OF ENTERPRISE INFORMATION SYSTEMS

Full-time: with benefits

Opening date – June 19, 2013
Closing date – July 3, 2013

Internal applicants are encouraged to apply

BASIC JOB DESCRIPTION: The Director of Enterprise Information Systems is responsible for providing leadership, direction, and oversight in developing and maintaining the University’s enterprise information systems, including enterprise resource planning (Ellucian Banner) and other administrative systems. The Director builds, manages, and leads a team of software development professionals to enable the development, deployment, and support of excellent enterprise information systems to support the University’s needs across the enterprise. This can include limited travel to other Stetson campuses. The Director works collaboratively with various constituencies throughout the University to analyze requirements for new systems and services, to plan and prioritize projects, and to deploy and support systems.

QUALIFICATIONS: Minimum of 7 years of professional experience in information technology focusing on information systems development in an enterprise, production environment. Bachelor degree required, with a strong preference for the degree in information technology, computer science, management information systems, or closely allied field; Master’s degree preferred.

ESSENTIAL JOB FUNCTIONS: The Director of Enterprise Information Systems will be responsible to lead and/or coordinate the analysis, design, and programming for the administrative systems, other third party custom databases and software; Coordinates quality assurance for all new and current administrative systems, applications, processes and databases; Oversees application systems standards and procedures; Assists CIO in formulating policies and procedures for this area; Assigns projects or approved programming services requests to programming/analysis personnel; Performs analysis and consults with clients to determine feasibility, desired results, and the method to be used to accomplish the objective; Acts as project leader for assigned projects-this includes typical software development lifecycle phases such as: requirements gathering, coding, testing, documentation, program implementation and user acceptance; Oversees Banner projects-including establishing and maintaining the project schedule and evaluating and assigning both the university staff and external resources as needed.

TECHNICAL SKILLS REQUIRED: Current software development/programming tools and techniques; Systems virtualization, particularly concerning servers and storage provisioning; Relational database management systems (including Oracle, SQL Server, MySQL, etc.); Data extract, translate, and load (ETL) systems, procedures and data warehouse models; Data and query/reporting tools and systems (Argos).

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (10 - 15 pounds); and manual dexterity in the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods of time at a keyboard and PC monitor. Perceptual demands for sound, form, texture and depth. Occasional and, at times, frequent hours outside the normal University schedule.

TO APPLY: Nominations and applications must be submitted no later than July 3, 2013, for consideration. Applicants, please forward a letter of interest outlining how you meet the requirements of the position, a copy of your resume, and five names of references plus their contact information electronically to Lucy Davidson, Administrative Assistant to the Associate Vice President for Information Technology/CIO at ldavidso@stetson.edu.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment.

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