



Job/Position Description Core System Coordinator

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION: Core System Coordinator

POSITION'S GROUP: Information Systems

GROUP'S MAJOR RESPONSIBILITIES: The purpose of this position is to oversee the design and delivery of activities and software related to and that integrate with Jenzabar systems to support all curricular and co-curricular activities. The major responsibilities of the office include testing, developing, and maintaining quality control, communication, and documentation. Setting up Student, Staff and Faculty in Active Directory and assigning Office 365 mailboxes is another essential part of this position.

POSITION'S DEPARTMENT: Information Systems

DEPARTMENT'S MAJOR RESPONSIBILITIES: Providing data, analysis, and support to inform strategy and decision-making, and support updates and reporting utilizing the core system (Jenzabar). Student Account Setup.

POSITION'S DIRECT SUPERVISOR: Director of Information Systems

DATE POSITION LAST REVIEWED OR ANALYZED: November 2022 – Director of Information Services, CFO.

POSITION'S EMPLOYMENT STATUS: Full-Time, Exempt, Salaried, Staff, At-Will.

POSITION'S SALARY AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION'S SUMMARY: The Data Analyst is responsible for retrieving, collecting, analyzing, and reporting institutional data report findings and/or recommendations to requested parties and direct supervisor. Works with Jenzabar support team to coordinate updates with KWU modifications for consistent reporting.

POSITION WORKS WITH: All constituents of the University to include administrators, staff, faculty, and students.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: Recommendation of items for university level budget consideration.

POSITIONS PHYSICAL WORKING CONDITIONS: Works in a climate-controlled office setting. Standing, sitting, stooping, walking, talking, seeing, hearing, typing, filing, and other similar physical motions and activities are required, unless discussed with the supervisor for available accommodations.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: Computer and software, university phone system, university networks and email systems.

POSITION'S WORK SCHEDULE: Typical office hours, with occasional evening or weekend hours as required by special needs or events

TRAVEL REQUIREMENTS: Minimal and usually related to off-campus meetings or professional development activities.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

Institutional Support

1. Maintain Jenzabar CS systems and associated software to ensure that users can accurately and efficiently input and use information for decision-making. Oversee user access to Jenzabar systems to ensure appropriate access to and security of information within those applications.
2. Monitor integration with other systems, including EAB, Front Rush, Paylocity, and Canvas.
3. Customize Jenzabar to assist in the creation and testing of processes and reports. Design and enhance Jenzabar and COGNOS reports to assist users in gathering data.
4. While Jenzabar Customer Support handles routine support needs for KWU staff, the Analyst provides support for more complex items such as list extraction, Word merges, etc.
5. Maintain Active Directory for all users.
6. Maintain email Group Lists for all users.
7. Maintain Office 365 Licensing and email account delegation.

POSITION'S PERFORMANCE MEASURES AND STANDARDS: Actual performance standards (goals) will be set in consultation between the position holder and their direct supervisor.

POSITION QUALIFICATIONS

EDUCATION:

- Required: Bachelor's degree
- Preferred: Master's degree

EXPERIENCE: At least one year of related experience with data research, collection, retrieval, analysis, and report writing. Experience with Linux and Jenzabar CX required. Experience and/or training in higher education preferred. One year of Server Experience and Active Directory management is a plus.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:

- Advanced analytical and report writing skills.
- Demonstrate professional oral communication skills.
- Ability to coordinate with multiple offices and University members on a variety of projects.
- Knowledge of Microsoft Word, Microsoft Excel, SQL programming, Linux, Jenzabar CX, and COGNOS Report Writer
- Ability to work independently and to prioritize multiple projects and responsibilities.
- Commitment to accuracy, reliability, and integrity in data collection and reporting.
- Active Directory, Exchange and O365 delegation.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.