

# CONCORDIA COLLEGE

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## NEW YORK

### **NOTICE OF STAFF OPENING**

**January 2012**

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**Title:** IT-Applications Administrator  
**Department:** Information Technology  
**Reports to:** Director of IT

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#### **Summary:**

This individual provides primary coordination and management of the college's academic software systems and business through the Concordia Administrative Information Systems (CAIS) service center. This individual also establishes and maintains a set of supporting and interfacing systems and point-of-sale systems associated with the core business applications of the college.

#### **Job Responsibilities (will include, but not be limited to):**

Act as project manager for the College's Student Information System, Banner, running on a Linux/Oracle platform; administer the College's Learning Management System, Blackboard Learn, running on a MS SQL/Windows platform; administer the College's One Card System, Blackboard Transact; provide leadership and direction for changes made to the core business and applications of the College; coordinate with Server and Network Administrators to maintain consistent operation; defining daily, weekly and monthly backups for the applications and their data; creating disaster recovery methods for the servers to support business continuity.

#### **Qualifications/Requirements:**

Bachelor's degree in Computer Science or IS/IT preferred; experience with server platforms, relational database and application services including SQL, PL/SQL, Oracle DBMS and Application Server, IIS, Microsoft SQL, Windows Server and VMWare; knowledge of Banner required; knowledge of Blackboard Learn, and Blackboard Transact preferred; must effectively organize tasks and makes efficient use of time; extremely detail oriented, is articulate and accurate in verbal and written communication; ability to get along well with others, to lead meetings, and to keep scheduled appointments; ability to understand and be committed to the mission of Concordia.

Review of applications will begin immediately; application deadline is February 15, 2012.  
We offer a competitive salary and benefits.

**Interested and qualified candidates should send a letter of interest, resume/CV, and the names of three professional references to:**

**Kathleen Clarke, Director of Human Resources/CCNY**

**Email: [kathleen.clarke@concordia-ny.edu](mailto:kathleen.clarke@concordia-ny.edu)**

Concordia College does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex or age. However, Concordia College is a Christian educational institution affiliated with The Lutheran Church—Missouri Synod and in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based on religion.