



## DIRECTOR OF ADMINISTRATIVE COMPUTING/DBA: JOB DESCRIPTION

<b>POSITION TITLE:</b>	Director of Administrative Computing/DBA
<b>LEVEL:</b>	Exempt
<b>CLASSIFICATION CODE:</b>	SG 4
<b>LOCATION:</b>	Saint Mary's College, Notre Dame, IN/South Bend, IN
<b>REPORTING TO:</b>	Chief Information Officer, Information Technology

Located just north of South Bend, Indiana, Saint Mary's College is a suburban campus on 100 acres of trees, gardens, and manicured lawns, historic buildings, and technologically advanced classrooms beside the Saint Joseph River. It is a welcoming community of approximately 1,600 students located across the street from the University of Notre Dame. It is an all-women's, Catholic institution that is fully accredited through the Higher Learning Commission of the North Central Association with more than 30 undergraduate majors and 3 graduate programs. While we honor our Catholic traditions inside and outside the classroom, we welcome all faith traditions, and we strive for diversity and inclusion among our administrators, faculty, staff, and students.

Saint Mary's College has six nationally accredited academic programs: social work, art, music, teacher education, chemistry, and nursing. We've practiced our core values of learning, community, faith, spirituality, and justice for more than 170 years. The College continues to grow and prosper, with approximately 20,000 living alumnae. Saint Mary's tradition of empowering women with excellent academic programs and spiritual support began with our founding in 1844 by the Sisters of the Holy Cross.

Saint Mary's is well known for preparing *women of action* for success by fostering communication skills, problem solving acuity, and creative and critical thinking. Our students receive individualized attention, leadership experience, and practical experience through hands-on learning, internships, field work, and student/faculty research. Our close connection with the University of Notre Dame opens up hundreds of more opportunities for our students.

### GENERAL STATEMENT OF DUTIES

Plans and leads activities related to the upgrade, enhancement, and maintenance of Saint Mary's College administrative software, including the Banner ERP system and related ancillary systems. Spearheads administrative systems analysis activity and assists in the selection and development of administrative software for the College. Works with the College community to identify new administrative system needs and to prioritize the resolution of these needs. Serves as a 'hands-on' manager with responsibility to ensure that the administrative systems team works to effectively meet the College's Administrative systems needs in the instructional and administrative areas of the College.

## SUPERVISION RECEIVED

General supervision and direction is received from the Chief Information Officer (CIO).

## SUPERVISION EXERCISED

This position exercises functional supervision over programming staff. Also may supervise student workers as necessary.

## QUALIFICATIONS

- Bachelor's degree in Computer Science or a related field. Master's degree a plus.
- Experience in higher education administrative and instructional technology.
- Ability to communicate technical information for non-technical audiences.
- Broad familiarity with open source database and enterprise software.
- Familiarity and technical expertise with all Banner modules used by the College.
- Provable Oracle internals and PL/SQL coding expertise, as it relates to Banner.
- Solid and provable working knowledge of systems analysis and design methods.
- In-depth knowledge of Linux/Windows operating systems, including use of compilers, shell scripting, web interfaces and systems administration.
- Demonstrable systems troubleshooting skills.
- Project management experience, especially as pertains to software upgrades.
- Superior verbal and written communication skills.
- Demonstrated ability to work effectively with staff and administration.

## ADDITIONAL DESIRED QUALIFICATIONS

- Knowledge of database design, use and tuning.
- Knowledge of web-based frameworks.
- Knowledge of other programming languages (C, Java, Perl, etc.).
- Knowledge of project management ways and means.

## EXAMPLES OF DUTIES

1. Ensuring the development and implementation of database backup procedures to ensure data integrity, making sure adequate resources are available.
2. Ensuring timely application of Banner and other software upgrades and patches to meet needs related to Banner system performance.
3. Ensuring that appropriate security is configured in Oracle and Banner to protect SMC data while allowing users to effectively perform their jobs.
4. Providing direct user primary support for one or more major Banner modules.
5. Providing secondary support for all other ancillary systems users.
6. Collaborating in the development of reporting processes using institutional administrative system data. These processes should support end user self-reporting, wherever possible and practical.
7. Confirming that appropriate interfaces are developed for data sharing between the administrative data bases and other college systems (i.e., Security, Blackboard, and

- Dining Services) and with external systems (Follett, Sodexo).
8. Helping users identify and use appropriate procedures and software, thereby allowing them to perform more effectively.
  9. Providing oversight for related coding, testing and documentation activity.
  10. Creating training materials (wikis, videos, etc.) and providing direct instruction in use of software for end-users.
  11. Assisting the CIO in maintaining effective communication between the Department, the College community, and vendors.
  12. Performing other duties as required.

*Saint Mary's College is dedicated to education of women for leadership in a changing world.*

*Saint Mary's College is an Equal Opportunity Employer. In keeping with the College's mission, Saint Mary's is committed to increasing its diversity at all levels – students, faculty, and staff – and seeks applications from candidates who share this commitment.*