

Global System Administrator
University at Buffalo, The State University of New York

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Posted May 16, 2024, set to expire Sep. 15, 2024

Job Title	Global System Administrator
Department	Business Reporting and Systems
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology Finance/Investment Management
Job Website	https://www.ubjobs.buffalo.edu/postings/50173
Apply By Email	
Job Description	

Position Summary

The State University of New York (SUNY), Office of University-wide Procurement seeks a **Global System Administrator** for a new eProcurement Solution supporting a multi-campus Procurement Optimization project. This position will be housed at the University of Buffalo, within the [Business Services unit](#). The eProcurement solution will result in savings, efficiencies and increased compliance through strategic sourcing opportunities, more efficient and standardized processes, and an online, optimized shopping experience.

Under the guidance of project leadership, the Global System Administrator will be the central point of contact for liaison to vendors, participating campuses, and system stakeholders with the following

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responsibilities:

- Promote collaboration, compliance, and standardization of procurement activities.
- Liaison between campuses and the vendor to communicate requests for system changes and enhancements.
- Participate in vendor User Group activities (national conference).
- Participate in SUNY specific meetings with the vendor related to integrations, enhancements and updates.
- Lead testing and implementation of system enhancement and upgrades.
- Serve as central point of contact for system solution trouble shooting.
- Communicate issues and issue resolution to solution stakeholders.
- Coordinate project leadership (System and Campus representatives) and user group teams.
- Assist and update Teams library for eProcurement training resources.
- Identify training areas and work with campuses to expand training opportunities to include recorded sessions, addressing targeted areas.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

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Minimum Qualifications

- Bachelor's Degree in business management, accounting, or related fields required.
- 2 years in accounting/finance including experience using accounting software/systems required.
- Experience with an eProcurement system (procure-to-pay) required.
- Strong organizational skills including an attention to detail and the ability to meet deadlines.
- Strong oral and written communication skills including the ability to prioritize and multi-task.
- Ability to travel (10%), mostly within NYS.
- Proficient in Microsoft Word and Excel.
- Experience leading communications and coordinating conference/meetings for large, decentralized groups.

Preferred Qualifications

- Working knowledge of Jaggaer.
- Knowledge of financial databases.
- Knowledge of NYS purchasing guidelines.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact