

**Director, System Implementation
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=244786>

Downloaded On: Sep. 14, 2024 12:17am

Posted Sep. 13, 2024, set to expire Nov. 29, 2024

Job Title	Director, System Implementation
Department	Administrative
Institution	Austin Community College Austin, Texas
Date Posted	Sep. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Information Technology
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Director, System Implementation

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Director, System Implementation

Job Description Summary:

The Head of ERP/SIS Implementation reports to the Chief Information Officer and is responsible for the successful transformation of the college's ERP/SIS environment. While the implementation of a new SIS platform is at the core of the transformation program, there are also several other components that are equally important to the program's success. These include proper definition of business success metrics, mapping business processes to the appropriate systems, designing and building appropriate integration architecture and building a state reporting solution that integrates with the new SIS.

The successful candidate must be someone with the highest caliber of technical skill and business savvy. This must be a person who has in the past demonstrated their ability to own and successfully complete similar projects as a functional and/or technical sponsor. This is not purely a project management role and will require functional and technical know-how in addition to program management knowledge. A strong working knowledge of higher education business processes and a history of successful student system implementation is strongly desired.

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Disclaimer: This position is subject to annual review and re-evaluation based on the organization's fiscal year planning. Continued employment beyond each fiscal year is not guaranteed and will depend on factors such as business needs, budget allocations, and performance evaluations. The organization reserves the right to modify, extend, or discontinue the position at its discretion following each review or at any time prior.

Description of Duties and Tasks

- **Program Ownership**

- Ensure that project milestones, budgets and timelines are properly defined.
- Ensure that team members and implementation partners achieve established project goals (scope) in a timely manner and on-budget.
- Develop a change management process that ensures a smooth transition and ensures that process is followed. This includes the creation of a comprehensive communication plan for the program.

- **Strategic Planning**

- Develop and execute a comprehensive systems implementation strategy aligned with the institution's goals and objectives as well as the implementers' methodology.
- Develop a formal business process map that ties business processes to systems (whether inside or outside of the SIS platform) based on best fit.
- Collaborate with stakeholders to identify business and technological needs and prioritize system implementation projects accordingly.
- Review and revise the college's project resource plan (staffing, budget, etc.) as needed to ensure a successful implementation.
- Maintain a highly visible project timeline that outlines the implementation schedule for all stakeholders, while taking into account other related initiatives.

- **Team Leadership:**

- Partner with the current program manager to ensure project resources are adequately assigned and performance is satisfactory.
- Recruit, and mentor high-performing implementation specialists and project managers as needed, including from the internal resource pool.
- Provide guidance and support to team members, fostering a culture of collaboration.
- Working with implementation partners, the ACC program manager and business leadership, define project tasks and goals for each project team and ensure team members are meeting these goals.

- **System Integration**

- Oversee the integration of new systems with existing platforms, ensuring seamless functionality, data integrity and security.

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- Coordinate with IT teams and external vendors in configuring, testing, and deploying integrated solutions.
- Establish and maintain data standards and protocols to facilitate effective integration across systems.
- **Stakeholder Engagement**
 - Collaborate with academic departments, administrative units, and other stakeholders to assess their system needs and requirements.
 - Communicate project updates, milestones, timelines and deliverables to stakeholders in a clear and timely manner.
 - Solicit feedback and incorporate user input to optimize system usability and functionality.
 - Act as the primary point of contact for partner interactions and as the liaison between project team members and project leadership.
 - Participate in coordination activities as suggested by the program manager and implementation partner.

Knowledge

- Expert knowledge of the principles and practices of project management.
- High business acumen with demonstrated ability to critically assess the relationship between business value and technical solutions.
- Ability to build and present executive-level presentation documents.
- Strong understanding of enterprise-level systems, including ERP, CRM, LMS, SIS and other administrative and academic platforms.
- Solid understanding of the principles of enterprise architecture and solution architecture.
- Strong understanding of the principles of software development and integration design.
- Knowledge of data governance principles, compliance requirements, and information security best practices.

Skills

- Excellent communication skills, with the ability to effectively engage and influence stakeholders at all levels of the organization.
- Excellent vendor management skills.
- Demonstrated leadership abilities, including experience managing multidisciplinary teams and fostering a collaborative work environment.
- Maintaining confidentiality of work-related information and materials.

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- Establishing and maintaining effective working relationships.
- Project management certification (e.g., PMP) and/or technical certifications in relevant technologies are highly desirable.

Required Work Experience

- Proven track record of successfully leading large-scale systems implementation projects from conception to completion.
- 5 or more years of related leadership experience in technology-related roles.
- Project budgeting experience for large-scale projects (\$5M+).

Preferred Work Experience

- Experience implementing a major SIS solution (Banner, Colleague, Workday Student, etc.)
- Experience in higher-education implementations is preferred.
- Experience specifically with cloud-based SIS implementations is preferred.
- Experience working specifically on the implementation of the Workday Student SIS product is preferred although not required.
- 15 or more years of related work experience.

Required Education

- Bachelor's degree in Information Technology, Business or related field is required.

Preferred Education

- PMP, PgMP or equivalent certification is strongly desired.
- ITIL Foundation Certification or higher preferred.

Special Requirements

- Must have a valid driver's license.
- Must be willing and able to work on-site as needed.
- Must have access to a professional office space free from distracting noise or images during all

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working sessions when working remotely.

- Must have or be able to obtain without need for sponsorship from ACCD, the ability to work legally in the United States for ACCD directly, or an employer who is authorized to provide staffing services directly to ACCD.

Physical Requirements

- Must be able to sit at a desk for online meetings for several hours a day.
- Must be able to physically travel between locations for meetings, with 10-30% travel required. This may include extended periods of sitting in an automobile or on domestic flights.

Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Number of Openings:

1

Job Posting Close Date:

September 17, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change,



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amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Director--System-Implementation_R-6661

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Contact Information

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

Contact

Administrative
Austin Community College

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