

Analyst, ERP
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=244787>

Downloaded On: Sep. 13, 2024 10:16pm

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

Job Title	Analyst, ERP
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	Professional Staff
Academic Field(s)	Finance/Investment Management Information Technology
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Job Description	

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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:

Analyst, ERP

Job Description Summary:

Responsible for documenting ACC's Student Information System (SIS), Human Capital Management (HCM) and Finance current and future processes. Act as strategic ERP Analyst and liaisons between IT and the rest of the college defining and translating demand to technology requirements. Serves as an ERP documentation, integration specialist and to manage day-to-day operations of the college and integrated systems providing backup support as needed.

Job Description:

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

- Manages day-to-day administration of ACC's Finance/HCM/Payroll and SIS ERPs (Workday and

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Colleague, respectively).

- Manages the implementation, maintenance, and evaluation of vendor-delivered software products, including products from Workday (Scout, Strategic Sourcing) and Ellucian (Self Service, WebAdvisor, Colleague UI).
- Oversees the management of eCommerce and payment processing systems associated with the SIS (TouchNet Colleague Connect, Ellucian Payment Gateway, TouchNet Marketplace and uCommerce).
- Plans, installs, and tests new software releases, software fixes, and enhancements for the aforementioned systems.
- Researches new software products and tools to determine feasibility with regard to current structure and requirements of ACC.
- Tests, implements, and monitors new procedures, applications, and tools to improve processes and services.
- Enforces policies and standards for support services, quality control, change management, incident response, and access management as set out by the ERP Services Manager.
- Collaborates in discussions with users, programming, systems, and networking staff regarding new work, budget recommendations, production problems identification, and resolution.
- Works with IT leadership and Information Security areas to pull requested collateral related to financial and student data audits.

Technical Knowledge

- Expert knowledge in the administration of SIS and finance-oriented ERPs.
- Experience with building and/or maintaining integrations between ERPs and third party systems.
- Experience with Ellucian administration tools, including SA Valet, Colleague UI administrative screens, and terminal-based activities.
- Experience with Workday administration, security, access management, and bi-annual release preparation.
- Strong knowledge of data migration & integration tools and methodologies, including interfacing with third party iPaaS or ETL tools.
- Solid understanding of APIs & Web Services.

Skills

- Excellent verbal communication skills in articulating the functional and technical aspects of product capabilities

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- Ability to plan and execute tasks in a structured manner
- Able to work, collaborate and contribute in a team environment
- Logical/Perceptive, problem solving, detail oriented, solution oriented
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Ensuring administrative applications availability and planning for consistent coverage of support services.
- Researching and analyzing new software products, tools, and integrations.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.
- Maintaining an established work schedule and providing assistance outside of usual work hours, including nights, weekends, holidays, winter, and college holidays as required.

Required Work Experience

- Three years related work experience

Required Education

- Bachelor's degree
- 4 years of applicable experience may be substituted for a bachelor's degree

Preferred Work Experience

- Three years experience managing SIS and traditional ERP systems.
- Two years experience managing postmodern ERP systems, including Workday.

Preferred Education

- Bachelor's degree in Information Technology or related field
- ITIL Foundation Certification or higher

Special Requirements

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- Must have a valid driver's license

Physical Requirements

- Work is primarily performed in a standard office or remote/hybrid environment.

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.

Salary Range

\$87,157 - \$108,946

Number of Openings:

1

Job Posting Close Date:

September 24, 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, 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



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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/Analyst--ERP_R-6123

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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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