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

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	Oct. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
Job Website	https://www.ubjobs.buffalo.edu/postings/53700
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 its eProcurement Solution supporting a multi-campus Procurement Optimization project. This role is crucial in ensuring the smooth operation of the source-to-pay system and optimizing its functionality to deliver savings, efficiencies and increased compliance through strategic sourcing opportunities, more efficient and standardized processes, and an online, optimized shopping experience. This hybrid-remote position will be based at the University at Buffalo, or another SUNY campus.

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

responsibilities:

- Liaison between campuses and the system provider to communicate requests for system changes and enhancements.
- Participate in system User Group activities (national conference) and network with other similar institutions to share leading practices.
- Participate in SUNY specific meetings with the system provider related to technical integrations, enhancements, and updates.
- Lead testing and implementation of system enhancement and upgrades.
- Serve as central point of contact for system trouble shooting and communicate issues and issue resolution to campus stakeholders.
- Lead projects in support of SUNY and campus optimization initiatives.
- Assist and update the SUNY digital library for eProcurement training resources.
- Identify training areas and work with campuses to expand training opportunities to include recorded sessions, addressing targeted areas.
- Promote collaboration, compliance, and standardization of procurement activities.

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**.

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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.

Minimum Qualifications

- Bachelor's Degree.
- 2 years in a software/systems role with customer service responsibilities.
- Strong organizational and project management 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, Powerpoint and Excel.

Preferred Qualifications

- Experience with an eProcurement system (procure-to-pay).
- Working knowledge of Jaggaer.
- Knowledge of financial databases.
- Knowledge of NYS purchasing guidelines.
- Experience leading communications and coordinating conference/meetings for large, decentralized groups.

Contact Information

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

Contact

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