

JOB DESCRIPTION

Position Title: Administrative Systems Manager
Full Time, 12 months

Reports To: Director of Technology Services

Description of Mission Impact:

Houghton College provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world.

The Houghton College Technology Services department is committed to serving Christ and the College community by providing network, telecom, and computer support with integrity, perseverance, and professionalism. The Administrative Systems Manager supports this mission by providing support for, and integration between, Administrative Software systems for offices across the College.

Essential Functions:

- Responsible for planning and managing administrative system upgrades
- Troubleshoot software and system problems.
- Apply fixes, enhancements to software systems.
- Install upgrades to software systems.
- Maintain database and web application servers for administrative applications.
- Aid users in developing auxiliary applications for reporting and diagnostics.
- Assist in research and evaluation of new software products and applications.
- Maintain regularly scheduled backups of administrative data.
- Advise and train users in equipment and software usage.
- Review existing systems for enhancements, design new systems deemed feasible.
- Optimize server storage and software/hardware performance.
- Maintain user accounts and permissions/access for administrative systems.
- Maintain and improve web and database applications which are based on admin. server data.
- Design and implement solutions related to the integration of various administrative systems.
- Manage, organize and maintain internal documentation of administrative systems
- Document security permission changes for administrative systems

Success Profile:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- **Excellent Multi-tasking:** The Administrative Systems Manager must be able to handle multiple projects and tasks simultaneously, prioritizing the most critical or urgent as appropriate.
- **Adaptable:** The Administrative Systems Manager must be able to adapt to changing priorities and flexible to handle frequent interrupts or emergencies.
- **Constantly Learning:** The Administrative Systems Manager must be willing to continually learn new technologies and software, to order to support new college systems.

Statement of Requirements:

- Experience with computer systems, databases and programming (Window Server, SQL Server)
- Management and organizational abilities
- Strong communication skills
- Knowledge of computer server systems and personal computers
- Integrity in dealing with confidential college material
- Knowledge of on-line database systems.
- Knowledge of SQL Server, SQL programming language, PowerShell, MS Access databases, Visual Basic and VBScript, Java Script, HTML.
- Knowledge of Windows Server operating systems, and Windows Personal Computer OS

**Houghton College is fully committed to a culturally diverse faculty, staff and student body.
Successful candidates will evidence similar commitments.**

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review Houghton College's Community Covenant and Doctrinal Statement available here:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

1. Please provide a brief description of your journey to Christian faith. In what ways are you currently participating in a local church or fellowship?
2. Review the College's Vision for a Common Life statement. Based on your reading, what resonates deeply with you?
3. Based on your reading of the Vision for a Common Life, what would most challenge you about our learning community?
4. If you have significant concern with one of Houghton's beliefs or practices, how would you work with the concern to preserve both the community's integrity and your own?