

WILBERFORCE UNIVERSITY



Wilberforce, Ohio 45384

Job Posting

Posting Date: July 7, 2009

Closing Date: Open Until Filled

Enterprise Services Coordinator-Programmer

POSITION DESCRIPTION: Wilberforce University is seeking candidates for the position of Enterprise Services Coordinator-Programmer. The position will function as a member of the Information Technology Department team for administrative systems support projects with programming of low complexity, project management and end-user training working under the supervision of VP for Information Technology. Coordinate the business and programming processes that maintains the unity of performance and service of the computing enterprise for the University. As the coordinator of the university's computing enterprise, perform as the liaison between end-users and department programmers to implement and maintain:

- Banner and Banner Self-Service Processes; serve as the project manager for all Banner updates, upgrades and training.
- Develop and provide programming needs; report writing; develop flowcharts for department workflow to assist the I.T. programmers in the design and delivery of products for the University's computing enterprise.
- Create programs for the following output of low to moderate complexity according to good programming practices to produce the expected results with minimal errors; set up and maintain ORACLE routines that support Sungard Banner Self-Service Products; set up and maintain ORACLE and AIX-Unix routines for efficient business processing in Banner; exception reports; ad hoc and custom reports for internal and external use;
- IPEDs datasets; enrollment report listings; summaries and/or data listings used to support data review coding, statistical analysis and/or report writing; set up and execute project management plans for the implementation and support Sungard Banner and Banner Self-Service Products;
- Set up and execute project management for end-user training which includes the identifying of end-user training needs related to upgrades, updates and new implementations; ensure that end-users are in compliance with data entry standards to provide for the accuracy reports delivered by programmers;
- validate/perform quality control on reports, implementations and project requirements; document and communicate findings to VP for Information Technology; maintain organized, complete and up-to-date training documentation, update and upgrade procedures.

QUALIFICATIONS: It is preferable that the candidate have a Bachelor's degree in Computer Science or Communications or related fields, knowledge of Enterprise computing systems such as Banner, Peoplesoft, Datatel or Zanzabar; 1-3 years of programming and training experience. If candidate does not have a degree, 6-8 years of experience in programming and/or Banner training is preferred. Knowledge in ORACLE and/or PLSQL is desirable. Candidate must demonstrate good organizational and verbal communication skills.

APPLICATION: Qualified applicants should apply online at <http://www.wilberforce.edu>; click on Jobs @ Wilberforce. Application materials should include a cover letter, application, and three professional references.

THE UNIVERSITY: Founded in 1856 as America's first black college by leaders of the African Methodist Episcopal Church, Wilberforce University is a predominately African-American, private co-educational, liberal arts institution. The modern campus is located in a very accessible rural setting in southwestern Ohio close to the urban centers of Dayton, Columbus, and Cincinnati. The University awards the Bachelor of Arts and the Bachelor of Science degrees. Majors are offered in the areas of business, engineering and computing science, humanities, natural sciences, and social sciences. The University also offers a mandatory cooperative education program and integrated service learning in selected courses. This is a grant funded position.

Wilberforce University is an Equal Opportunity Employer

