POSITION SPECIFICATION

Financial Aid Systems Manager
www.adler.edu
May 2014

THE OPPORTUNITY

About the Institution:

Founded in 1952, the Adler School of Professional Psychology is the oldest independent school of psychology in North America. Today, the Adler School offers 11 graduate-level programs enrolling more than 1,200 students at campuses in Chicago, Illinois, and Vancouver, British Columbia. Based upon its Adlerian roots and as part of its commitment to continue the work of the first community psychologist, Alfred Adler, a particular commitment of the School is training psychologists to work with marginalized and underserved populations and who are committed to social justice. The Adler School is a fast growing and exciting institution. It is a wonderful place to be a student and an employee. For more detail see www.adler.edu.

Location: 17 North Dearborn Street, Chicago, IL 60602

The Position:

The **Systems Manager** is responsible for the management, administration, development and support for Financial Aid Information Technology Systems and all its supporting systems. The Systems Manager will participate in the strategic development, automation, and use of the School's integrated student information system, Colleague by Ellucian, including security, maintenance, performance monitoring, user setup, system and system backup. In addition, this person will research a variety of internal customer requests and be responsible for system automations, enhancements, and project management for Financial Aid and online aid going forward related to implementations.

Responsibilities:

- Serves as the principal database expert providing advice for database applications and providing technical integrations with Financial Aid. Serves as primary technical liaison to Datatel and other institutions using Ellucian's Colleague.
- Establishes standards, procedures, and guidelines necessary to ensure data integrity, satisfactory progress, and external reporting.
- Administer and maintain Colleague's production, test, and development environments. Use SA Valet, including the core system and its support systems such as Web Advisor.
- Implement and support new modules and features of Colleague. Coordinate the implementation of new interfaces, migrations, vendor patches, year-end regulatory patches, and system upgrades, including complete beta and development QA testing prior to implementation.
- Track, troubleshoot, and resolve Colleague software and interface issues. Work directly with end users, Financial Aid and IT staff. Troubleshoot issues with application performance, data balancing, monitor file status and resize/re-index files.
- Manage user accounts, application security classes, and access level setup for users.
- Provide direct technical assistance to users in troubleshooting problems and/or answering questions about system functionality. Document customized processes, procedures, and code in support of applications. Handle migration to new releases and systems, and implementation of new functions.
- Develop custom enhancements and reports to support business and systems.
- As needed, award financial aid to students; distribute federal, state, institutional and private funding.
- Monitor satisfactory academic progress and satisfactory completion of hours by every student receiving financial aid.
- Other duties as assigned by Sr. Director of Financial Aid.

Universal Core Behaviors:

- Communication
- Teamwork and Collaboration
- Responsive to Change
- Quality-Driven and Accountable
- Support of Vision, Mission, Values, Key Strategies

Qualifications:

- Bachelor's degree or equivalent work experience.
- A minimum of 3-5 years of Ellucian's Colleague experience or experience supporting ERP systems and financial aid systems.
- Experience in troubleshooting software applications and resolving a wide variety of complex user requests.

- Database administration experience in a Windows environment with database, programming and query languages (preferably using Datatel and Unidata).
- Experience developing ad hoc reports for end-users.
- Strong interpersonal and communications skills.
- Must be willing to work a flexible work schedule when necessary. Must be available during emergency outages.
- Provide end-user training if needed.
- Ability to read and write proficiently using the English language.
- Ability to interact and speak effectively in interpersonal situations and before groups of people.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled.

Click the following to apply and submit your CV/resume: **Apply Now**

Or copy and paste the following link into your browser:
http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=3844972&portalID=5652

For nominations or further information:

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It is the policy of Adler School of Professional Psychology that all persons are entitled to Equal Employment Opportunity (EEO) protection. The School does not discriminate against any individual for employment because of age, religion, race, color, gender, gender identity, sexual orientation, national origin, ancestry, marital status, physical or mental disability, military status (including unfavorable discharge from the military), or any other category protected by federal, state, or local law.

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