Idaho State University
Pocatello, Idaho

Position Specifications
Enterprise Applications Manager

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Prepared by:
Summit Search Solutions, Inc.

Idaho State
UNIVERSITY

www.isu.edu

THE INSTITUTION

Overview:

Idaho State University (ISU) combines exceptional academics amidst the grand natural beauty of the West. ISU faculty and students are leading the way in cutting-edge research and innovative solutions in the areas of energy, health professions, nuclear research, teaching, humanities, engineering, performing and visual arts, technology, biological sciences pharmacy and business. ISU is the state's designated lead institution in health professions and medical education.

Idaho State University, a Carnegie-classified doctoral research high and teaching institution founded in 1901, serves a diverse population by attracting students from around the world to its Idaho campuses. At the main campus in Pocatello, and at locations in Meridian, Idaho Falls and Twin Falls, ISU offers access to high-quality education in more than 280 programs. Almost 14,500 students attend ISU, receiving education and training in those programs. To read more, visit: www.isu.edu

Idaho State is ranked as one of the ten safest campuses in the United States (www.collegesafe.com).

Location: Pocatello, Idaho

THE OPPORTUNITY

The Position:

The **Enterprise Applications Manager** reports to the Chief Information Officer as part of Information Technology Services. He/she is responsible for leading and managing staff, projects, and budgets. This includes prioritizing activities in coordination with campus committees and university administrators. Direct reports include: ERP Sr. DBA, Data Analyst, Application Security Analysts (2), Senior Analysts (4), and IT Computer Analysts (4).

Key Responsibilities:

- Responsible for leading and managing Enterprise Applications staff, projects, and budgets. This includes prioritizing activities in coordination with campus committees and university administrators.
- Leads project teams, communicates project tasks, status reports and issues, and maintains project documentation for new or updated enterprise applications.
- Prepares and manages annual budgets and performs periodic cost and productivity analyses.
- Works with users in various administrative and academic departments to coordinate the implementation, conversion, training and installation of enterprise systems.
- Communicates regularly with executive management and administration regarding the status of current project initiatives; obtains executive guidance and approval as required to advance initiatives.
- Advises or arranges consultation on the design and implementation of effective administrative and business processes across the University, including process re-engineering and evaluation of organizational effectiveness.
- Facilitates resolution of enterprise applications problems.

Qualifications:

- Bachelor's degree in relevant field or equivalent experience; Graduate degree in relevant field preferred.
- A record of success in increasingly responsible positions in the direction and management of information technology resources, including personnel, hardware, and software.
- Extensive experience in IT project management; Experience working in *higher education* IT management preferred.
- Broad range of knowledge in the information technology industry and ability to remain current with trends and technologies, including software applications, scripting and programming languages, and cloud services; Familiarity with ERP systems, especially the Ellucian Banner system preferred.
- Excellent interpersonal and communication skills.
- Leadership skills necessary to lead, motivate, challenge, and direct the activities of a professional technology staff.
- Experience in problem solving, prioritizing, organizational and time management skills.
- Excellent negotiation, group facilitation, and team building skills; ability to manage project teams.
- Ability to prepare budgets, control expenditures, and prepare cost-benefit analyses.

Idaho State University values individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, racial and ethnic origins. ISU believes that promoting diversity and a respectful work and learning environment is a key component to preparing students for success in a global economy. ISU strongly encourages applications from candidates who share these values.

PROCEDURE FOR CANDIDACY

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

Click the following link to apply and submit your cover letter and 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=4801542&portalID=5652

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Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving the higher education sector. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Summit has offices in NY, NC, MI, CO and CA.

POCATELLO AND SOUTHEAST, IDAHO

Southeast Idaho is centrally located between Salt Lake City Utah and the popular vacation destinations of Yellowstone National Park, Grand Teton National Park and Jackson Wyoming. Southeast Idaho is often thought of as the outdoor lover's paradise as it has something for everyone. The hills and the spectacular northern Rockies around Pocatello Idaho are covered with mountain bike trails as well as a wealth of outdoor activities such as camping, fishing, hiking, hunting, skiing, boating etc.

Interesting facts about Pocatello and Idaho: (information taken from http://www.visitidaho.org/moving-to-idaho/ and http://www.pocatelloidaho.com/pages/LifeinPocatello/)

- The city of Pocatello is located in southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail.
- Pocatello has an unusually desirable four-season climate where clear, sunny and dry is the norm.
- Residents of Pocatello enjoy the city's 32 parks, a Museum of Natural History, the Fort Hall Replica, Golf Courses, Swimming Complex, Bike & Hiking Trails, Pocatello Junction, Skate Park, and the Pocatello Zoo.
- Bannock County has a population of 82,539 and the county seat is located in Pocatello which is populated by 54,255 residents.
- Based on average housing costs, utilities, health care, transportation, groceries and other services, Idaho's cost of living is the second lowest of the 11 western states.
- Idaho has a strong and diversified economy. Manufacturing and agriculture remain top industries while high-tech, tourism, retail, healthcare, business and information services are growth sectors.
- According to FBI statistics, Idaho's crime rate is the lowest in the West. The rate of serious crime is 21.3 percent less than the national average.
- Idaho has more river miles than any other state, 3,100 miles.

For additional information on Pocatello and Southeast Idaho, please visit:

City of Pocatello Idaho, http://www.pocatello.us/
Idaho State Journal (local news), http://www.idahostatejournal.com/
Visit Pocatello.com, http://www.visitpocatello.com/
Greater Pocatello Chamber of Commerce, http://www.pocatelloidaho.com/
History of Pocatello, http://www.youtube.com/watch?v=EZayOwErfTg
Idaho Adventures in Living, http://www.visitidaho.org/regions/southeastern/
Bannock County, http://www.co.bannock.id.us/index.htm