JOB POSTING

Director of Administrative Applications
(Beckley Campus)

Summary of Responsibilities:
- Set-up, maintenance, and daily operation of computer and related web-based processes including but not limited to the following examples:
  - Daily data imports for Direct Loan and Pell programs including the review of edit reports and correcting files as required for student financial aid and business office operations;
  - Batching and exporting Direct Loan and Pell files;
  - Running tracking letters/reports, budgeting and packaging for financial aid, business office, human resource, admissions, registrar and similar types of operations;
  - Printing letters and/or generating other forms of notification such as email to students regarding financial aid, bills, and similar;
  - Submitting and monitoring the progress of various computer processes such as financial aid disbursement, bills/invoices, application of payments and similar;
  - Writing and maintaining updated procedures for various computerized processes;
  - Acquiring knowledge of various U.S. Department of Education websites including COD, FSA Download, SAIG, SLDS, FAA Access, IFAP, and DL Services
  - Maintaining and upgrading of computer-based web programs including EdConnect, Title IV Returns, DL Tools and similar;
  - Reviewing release notes, testing updates and implementing resulting changes for Banner or similar software in use by the College;
  - Providing staff training for Banner or similar software in use by the College;
  - Assist appropriate staff with reconciling Direct Loan, Pell, WV Higher Ed Grant, and similar programs;
  - Annual roll and set-up of new award year in Banner or similar software that may be used by the College;
  - Technical support for FISAP, IPEDS, and similar types of reporting requirements;
  - Coordinate actions with IT Services and other departments as needed on processes or to resolve technical issues
- Maintain and/or develop appropriate files, procedures and reports necessary for statistical analysis or evaluation as requested by the VP for Finance and Administration, Executive Vice President/CAO, or President. Provides reports as needed in a timely fashion in keeping with the posted reports calendar.
  - Maintains existing and creates new Oracle/BANNER database programming to facilitate the undisturbed workflow of administrative computing users.
  - Assists and communicates with WVNET regarding installation and upgrades of Oracle/BANNER
  - Assists in training faculty and staff in BANNER
  - Review and update all scripts to ensure the accuracy of Board reports.
o Develops new scripts as needed to meet institutional research needs.

- Assist with other related duties as assigned by the VP for Finance and Administration and/or Executive VP/CAO.

_May involve evening or weekend hours. Position requires a valid driver’s license for travel between campuses._

_Education:_
- Bachelor’s degree in an appropriate Computer Science field from an accredited college or university. Coursework in Oracle or similar computer languages preferred.

_Experience:_
Over two years of experience in the following areas:
- Experience with common administrative applications utilized in a post-secondary educational institution to acquire skills necessary to accomplish assignments of this position with minimal training
- Experience with computer information systems (Banner and/or Oracle preferred)

_An equivalent combination of education and related experience are acceptable._

_Skills, Knowledge and Abilities:_
- Systems analysis/design experience
- Knowledge of spreadsheet, database, and word processing applications such as Microsoft Excel, Access and Word
- Organizational, analytical and time management skills
- Effective and professional communication skills and ability to work with others in a collaborative environment

_Report to:_ Vice President for Finance and Administration

_Classification/Compensation:_ This is an exempt, non-classified position with a starting salary of $55,000 per year.

_Application:_ Only candidates meeting the minimum qualifications will be considered. Candidates must submit the following material: Cover letter to include position of interest, résumé, contact information for three references and copies of college transcripts must be submitted to address below. For full consideration, application material must be received by April 2, 2010. Position is open until filled. All positions are subject to funding availability. AA/EOE

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