

# Colleague ERP Systems Administrator

## Job Description

Join the Dynamic Campus team, [www.dynamiccampus.com](http://www.dynamiccampus.com), in Brownsville, TX! The Colleague Systems Administrator will maintain enterprise business application servers and perform hardware and software maintenance operations. Responsibilities will include installation, configuration and support server hardware, software, and data backup and disaster recovery. The Colleague Systems Administrator will provide application and operating system expertise and work closely with users and enterprise systems analysts to ensure closely coordinated requirements. The Colleague Systems Administrator will also serve as a team resource for other technical activities. The Colleague Systems Administrator will ensure continuous and quality services through proactive methodologies and closely coordinated communications. Any and all changes or modifications to the application systems are fully documented and thoroughly tested and approved by IT leadership before going into production.

### Job Requirements

- Install and test application, patch upgrades and/or configuration changes to provide a stable and reliable operational environment
- Monitor necessary backup/restore services, in coordination with onsite staff performing the backup services
- Collaborate with other IT team members and users of the supported systems and applications
- Provide proactive and ongoing operational advice regarding server administration, upgrades, and backup/restore operations on the supported platform
- Develop detailed project plans that specify goals, time frames, limitations, risks, contingencies, staffing, and other resources
- Provide system configuration and usage guidance to business office users
- Support departmental staff and administration with the identification, evaluation, selection, support and maintenance of systems solutions
- Provide systems analysis and problem solving support to provide efficient and effective use of enterprise application systems
- Provide maintenance, problem resolution support, and business office consulting
- Provide timely communication and discussion with users and IT team about impact of necessary changes
- Provide consistent and current communication and reports to management
- Implement and adhere to test plans and change management procedures
- Establish technical and implementation standards to ensure the long-term, cost effective management and support of the installed enterprise systems
- Provide technical support for vendor upgrades and maintenance
- Maintain security and access
- Provide performance monitoring and capacity planning

## Preferred Experience

- Bachelor's degree (B.A/B.S.) or equivalent from a four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience. Experience with Colleague ERP system is required.
- Ability to systematically plan, schedule, and implement ERP system delivered software updates in a timely manner with minimal impact to end user community
- Knowledge of the Colleague Software development Environment
- Knowledge of the server infrastructure, database management systems, web servers, and operating systems of the ERP system
- Highly organized and possess excellent analytical skills to develop technical solutions to business problems
- Must be self-motivated, proactive, team oriented and have solid interpersonal and collaboration skills
- Must demonstrate strong written and oral communication skills for both technical and non-technical audiences