PRINCETON THEOLOGICAL SEMINARY
Position Description

A. Title: Administrative Systems Manager

B. Status: Full-time, remote work environment. Local preferred, but not required

C. Purpose: To provide primary Administrative and business operational support to constituents through aligned enterprise applications and systems.

D. Supervision: The incumbent will report to the Associate Director of Information Technology Services

E. Responsibilities:

1. Provide technical leadership for the Seminary's administrative applications, most notably the campus ERP platform: Jenzabar EX and J1, and other vendor systems such as HRMS, CRM tools and other custom Seminary applications.
2. Analyze current processes and recommends improvements, best practices that lead to best use of various administrative systems, with a strong focus on automation and vendor supported platforms/means.
3. Work with users and administration to help define and collaboratively implement vendor supported projects with a developed deep knowledge of institutional needs.
4. Monitor, evaluate vendor product updates and work closely with vendors to troubleshoot and be forward thinking with changes in the pipeline and appraise the Development Team/end-users.
5. Facilitate through external partners educational efforts and vendor supported trainings for the community.
6. Support and Develop reports using Infomaker and other appropriate reporting tools.
7. Administer and monitor systems. Deliver, configure and train users and support personnel on the proper use of software and systems as needed.
8. Create end-user and technical documentation for internal and external use.
9. Supervise external consultants and project staff where appropriate on special projects to insure timely and accurate completion, consistent with present PTS systems.
10. Maintain a high degree of technical proficiency, through a strong commitment to professional development.
11. Assist with other functions as directed.

F. Education and Experience:

1. Experience with Jenzabar EX/J1 and its affiliated products is strongly desired.
2. Experience working with ERP, SIS, CRM and HRMS platforms. Strong IT/Systems background required with exposure to standard IT processes and project life-cycle.
3. Experience with relational databases, data standards and schemas. SQL skills strongly desired. Infomaker skills will be a plus.
4. Strong analytical, troubleshooting and problem-solving skills.
5. Strong project management skills/experience working in a managed project environment.
6. Strong ability to make decisions and to manage and prioritize multiple projects.
7. Excellent verbal and written communication skills.
8. Ability to work well both independently and in a team.
9. Bachelor’s Degree
10. Excellent organizational and time management skills.
11. Ability to exercise tact and courtesy at all times in order to interact effectively and harmoniously with all members of the Seminary community and as a member of the IT team.

G. Remote Work Environment:
1. If the candidate is not local/hybrid and is remote, there is a requirement that the candidate be available for scheduled and unscheduled video/telephone meetings throughout the business day, Eastern Standard Time.
2. There is an expectation that travel will be required every few months to meet with different departments and Module Managers in Princeton, New Jersey.
3. Work is expected to be done from your home office. You cannot work in a public location (like a coffee shop or the library).