Application Specialist
College of Saint Mary

College of Saint Mary, in Omaha, Nebraska, is seeking an enthusiastic professional to join the Institutional Technology team as an Application Specialist. This professional will be responsible for administrating the day-to-day operation of the College of Saint Mary’s (CSM) Student Information System and associated other systems.

Primary Responsibilities:

- Responsible for the installation, configuration, operation, and management of assigned applications and software systems.
- Serves as the primary contact between software vendor and/or technical support organization for the purpose of reporting technical problems and ensuring follow-up.
- Perform basic administrative functions required to effectively manage the software applications such as add/delete users, adjust security, and maintain data.
- Use native or third party tools to access data in the application to produce business intelligence reports that deliver analysis beyond that delivered by the original software; modifies forms to improve functionality of the application.
- Develop system level documentation, including system management plans and training materials/user guides for the application.
- Responsible for providing support to faculty, staff, and administration in response to requests for information from databases by proposing solutions and developing queries to provide the requested information.
- Maintain understanding of both big picture and best practices to optimize business workflows.
- Manage overall data integrity and conflict resolution for shared applications.
- Maintain automated integration processes between various applications.

Secondary Responsibilities:

- Responsible for assisting the Help Desk in resolution of trouble calls for database applications.
- Responsible for chairing the Administrative Systems User Group committee and other CSM committees as directed.
- Maintain change requests and data dictionary with assistance from campus data stewards.
- Responsible for continued technical and professional growth through hands on training, web based training, professional reading, and budgeted training.
- Responsible for maintaining CSM computer competency exams and database.

Qualifications:

- Bachelor’s or Associates degree in computer science or related field or equivalent experience.
- Experience in teaching/training others in technology is a plus.
- Broad knowledge of Ellucian PowerCAMPUS system.
- Experience with Sharepoint, SQL Server, Reporting Services and Integration Services required.
- Ability to train and teach others in database principles, queries, and use.
- General knowledge of networking, PC hardware and software, database administration, Internet, and computer science technology.
- A friendly personality with excellent communications skills (verbal, listening, and written) in both technical and non-technical settings.

**Salary and Benefits:**

The salary range is $41,612 - $46,235.

College of Saint Mary offers a wide array of benefits, including medical and dental coverage for you and your family, life Insurance and disability programs, flexible spending accounts, 403b, tuition remission programs for dependent children at College of Saint Mary and tuition exchange programs with participating institutions.

If interested, please apply using the following link. **Please put your resume, letter of interest, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply.** When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.

[https://home.eease.adp.com/recruit/?id=14850771](https://home.eease.adp.com/recruit/?id=14850771)

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