



GLOUCESTER COUNTY COLLEGE

POSITION DESCRIPTION

Date: 09/09

POSITION TITLE: **Banner System Administrator**

ORGANIZATIONAL UNIT:

EEO:

REPORTS TO:

GRADE:

GENERAL DESCRIPTION

Performs functions to manage a SunGard Banner ERP/EIS system and related systems. Candidate must also be well versed in. Acts as a backup Banner DBA.

DUTIES

1. Provide administrative services for SunGard Banner system including working with staff to resolve problems, provide support, reports and training.
2. Provide or assist with system's administration including performing system back-up/restore, maintenance, running printed reports and planning/implementing software upgrades and patches.
3. Manage scripts to create reports, extract data and update processes.
4. Present data in a variety of formats such as hardcopy reports, spreadsheet and word processing documents. Participate in planning and executing projects, set-up new systems, or install upgrades to existing systems.
5. Document and track work within systems.
6. Research methods or offer suggestions for improved system operation and efficiency.
7. Assist in the development of policies and procedures that affect the operation and use of the Banner enterprise information system.
8. Resolve problems and answer routine questions without direct supervision.
9. Generally defines own priorities of service.
10. Keeps management informed of opportunities, problems and issues.
11. Performs other duties as assigned which are not limited by the description contained herein

MINIMUM QUALIFICATIONS

- Bachelor's degree or above in CS, MIS or related field preferred.
- Minimum five years experience with increasing responsibility in the operation and administration of a SunGard Banner enterprise information system to include the following modules: Student, Financial Aid, Finance, Payroll and HR.
- Experience with MS Active Directory, MS Exchange 2003, MS Exchange 2007, MS Windows 2003 server, MS Windows 2008 server, Window Group Policies, MS SQL 2005 Server, MS SQL Server 2008, Blackboard Learning System 8.02, Firewalls, routers, switches, DHCP, DNS, WINS, VPN's, FTP, Internet Protocols and services and data communication products.
- Oracle database administration experience is desirable.
- Red Hat Linux administration, MS SQL server management is desirable.
- Experience with SunGard Luminis, Banner Enterprise Scheduler by UC4 (*formerly AppWorx*) or Report Writing packages is desirable.
- Knowledge of Academic Scheduling software such as R25, EMS or Ad Astra is desirable.
- Excellent communication skills and the ability to work well with many individuals or manage many individuals in a diverse higher education environment.
- May require extensive after-hours and weekend/holiday support and being on call during non-scheduled work hours.