The University of Mississippi

Job Class

Job Class: 136010
Exempt

Definition of Class

This position directs the Business Applications and ERP Support division of the Office of Information Technology (IT), providing strategic technical leadership for all enterprise-wide business and financial software applications within the university's ERP ecosystem. The incumbent manages complex university business applications; directs the Enterprise Resource Planning (ERP) support team; designs and develops complex software applications to support financial/business processes; plans, forecasts, and manages departmental budgets and staffing; and provides guidance, leadership, and supervision for staff.

Examples of Work Performed

- Directs the Business Applications and ERP Support unit of the Office of Information Technology.
- Provides guidance, leadership, mentoring and supervision for staff by establishing the strategic direction of the team and setting goals for each employee.
- Designs, configures, and develops enterprise-grade software applications to support financial processes.
- Leads the training and support function for UM's enterprise resource planning (ERP) system.
- Develops reporting strategies to support university information needs.
- Manages IT support for mission-critical business areas within the division of Administration and Finance at the university, including, but not limited to, human resources, payroll, finance, procurement, plant maintenance and student accounting.
- Collaborates with the Technical Services division of IT to plan and develop project plans for all ERP system upgrades.
- Manages and directs all of the functional testing processes of system upgrades and works with the software vendor to resolve all issues prior to the production deployment.
- Prioritizes projects and work to determine the best options for implementation and assigns project tasks within a supervised unit.
- Ensures that applications comply with university security policies.

- Facilitates presentations for professional conferences.
- Serves as a university liaison to outside vendors and may negotiate contracts.
- Collaborates with other institutions on upgrades, projects and future vendor needs.
- Directs various personnel functions including, but not limited to, hiring, merit recommendations, promotions, transfers, and vacation schedules.
- Plans, forecasts, and manages departmental budgets.
- Develops and implements policies and procedures related to the operations of the unit.
- Performs similar or related duties as assigned or required.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Directs the activities within the Business Applications and ERP Support unit of the Office of Information Technology.
2. Designs, develops, implements and supports complex business software applications.
3. Plans, forecasts and manages departmental budgets.
4. Provides strategic direction, guidance, leadership and supervision for staff.

Minimum Education/Experience

Education:
Master's Degree in Computer Science, MIS or related field from an accredited college or university.
AND
Experience:
Five (5) years of experience related to the above described duties
Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Competencies

Acting as a Champion for Change

Managing Risk

Acting Decisively

Navigating Organizations

Pursuing Self-Development

Interacting with People at Different Levels

Assembling Talent

Salary/Wage Information

To learn more about our pay structure and view our salary ranges, click here to visit the Compensation page of our Human Resources website. This link is provided for general pay information. Hourly rate or salary may vary depending on qualifications, experience, and departmental budget. Note: Unclassified positions (faculty, executives, researchers and coaches) do not have established salary ranges.

EEO Statement

The University of Mississippi provides equal opportunity in any employment practice, education program, or education activity to all qualified persons. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, pregnancy, sexual orientation, gender identity or expression, religion, citizenship, national origin, age, disability, veteran status, or genetic information.

Background Check Statement

The University of Mississippi is committed to providing a safe campus community. UM conducts background investigations for applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial (credit) report or driving history check.