

Business Systems Administrator

The College of the Ozarks is now accepting applications for a full-time position for a Business Systems Administrator.

Job Summary: As a Business Systems Administrator, you will play a crucial role in the college's operations. Your responsibilities will include evaluating, implementing, and maintaining business systems to support our operational needs. These systems, including fundraising, electronic forms, document imaging, digital asset management, point-of-sale, hospitality management, health care, event registration, and student information, are vital to our day-to-day operations. You will serve as the project manager for new implementations and upgrades, configure systems, manage user permissions, and develop procedures and policies to optimize system use.

Key Responsibilities:

- Provide requirements gathering and project management services
- Leverage SaaS, AI, and low-code/no-code solutions to meet business needs.
- Provide user support and training for business systems.
- Configure and manage user permissions.
- Develop procedures and policies to optimize the use of business systems.

Qualifications:

- Bachelor's degree in Information Technology, Computer Science, or a related field, or equivalent experience.
- Experience with implementing and supporting a variety of business systems.
- Strong problem-solving and analytical skills.
- Excellent organizational and time-management skills
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

The candidate must thrive in a dynamic work environment, embracing a fast pace and the need for adaptability and strategic foresight and must demonstrate strong qualities that will represent the five-fold mission of the College through Academic, Vocational, Christian, Cultural, and Patriotic Missions. This position requires a background check. Please submit an application, resume, and two letters of recommendation to Vicki Wrosch in the Business Office, College of the Ozarks, PO Box 17, Point Lookout, Missouri 65726 or e-mail hr@cofo.edu.