



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Director, Enterprise Applications
<b>POSITION NO.</b>	501355
<b>LOCATION</b>	Warwick Campus
<b>REPORTS TO</b>	Chief Information Officer
<b>GRADE</b>	BOE 16
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	Enterprise Applications Staff
<b>LIMITATION (if applicable)</b>	Subject to renewal after annual review.
<b>REVISION DATE</b>	October 2024

---

**JOB SUMMARY:**

Manage and lead a team of Business Analysts, Application Developers, and Project Managers in planning, design, support and launch of efficient business, financial and operational systems in support of college's core organizational functions and business processes.

This position is eligible to operate in a hybrid modality.

**DUTIES AND RESPONSIBILITIES:**

**Essential Duties and Responsibilities:**

- Plan and manage the installation, maintenance, and support of Enterprise Applications that support the college's students, faculty and staff, including but not limited to the college's Enterprise Resource Planning (ERP) system
- Manage the Enterprise Applications staff including project prioritization, professional development, performance management, and team-building activities
- Recognize and adopt best practices in reporting and analysis: data integrity, test design, analysis, validation, and documentation
- Review and analyze the effectiveness and efficiency of existing enterprise applications and manage the development of strategies and plans for improving or further leveraging these systems
- Manage and collaborate in the planning, design, development, and deployment of new applications, upgrades and enhancements to existing enterprise applications
- Analyze and evaluate business requirements with business owners to leverage application functionality that meets requirements
- Assign projects to Enterprise Applications staff and manage the status of all projects assigned
- Oversee the resolution of application issues and work with vendors and partners to resolve issues
- Analyze and evaluate new products or new versions and recommend implementation or upgrade schedules
- Provide consultative functional, technical, and development guidance to colleagues
- Respond to high-priority requests from the college's senior business leaders
- Additional responsibilities as directed by the supervisor consistent with rank and position
- Other duties as assigned

**Other Duties and Responsibilities:**

- Perform the duties of the Business Analyst, Project Manager, and Programmer/Analyst as needed
- Respond to Enterprise Applications business and technical emergencies outside of normal working hours as needed
- Analyze, evaluate and recommend applications, utilities and tools needed to support Enterprise Applications
- Maintain currency and proficiency with system features, functionality and related skills necessary to manage and support college-wide enterprise applications

**LICENSES, TOOLS, AND EQUIPMENT:****ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's Degree
- 10 years of significant experience with Enterprise Resource Planning (ERP) systems and database applications including 3 years experience managing a team and application development projects
- Proven experience in the operation and analysis of database hardware, software and standards, as well as data retrieval methodologies
- Knowledge of enterprise applications deployed in higher education and demonstrated experience with the implementation of best practices using these systems
- Demonstrated capacity for self-directed learning
- Demonstrated ability to work effectively and collegially with colleagues
- Excellent analytical, organizational and logic skills
- Excellent written and oral communication skills with the ability to communicate ideas in both technical and 'user-friendly' language
- Ability to work independently on multiple assignments and to work collaboratively within a team

**PREFERRED QUALIFICATIONS:**

- Experience in an Ellucian Banner or a higher education environment
- Demonstrated business analysis and project management skills with Project Management Professional (PMP) and/or Certified Business Analysis Professional (CBAP)

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.