

Executive Director, Enterprise Resource Planning at Northwest Florida State College

Position:	Executive Director, Enterprise Resource Planning
Department:	Information Technology
Hours:	Full-Time
Classification:	Administrative II
Salary:	\$58,513-\$99,260
Location:	Niceville Building 430
FLSA Status:	Exempt
Application Deadline:	Review of Applications will begin immediately. Position will remain open until filled.



DEFINITION OF SPECIAL TRUST

Have access to confidential information and/or have the capability to create, delete, or alter records in any of the college student, financial, personnel, payroll, or related computer databases

Qualifications

MINIMUM REQUIRED QUALIFICATIONS

- Baccalaureate degree is required with a major in Business Data Processing or Computer Science or related Bachelor's degree in Computer Science, Information Systems, Business Administration, or a related field.
- Minimum of 5 years of experience in ERP system administration, implementation, and management, with at least 3 years in a leadership role.
- Strong understanding of ERP system architecture, integrations, and best practices.
- Excellent leadership, communication, and interpersonal skills, with the ability to effectively collaborate with stakeholders at all levels of the organization.
- Knowledge of data security, privacy regulations, and compliance requirements related to higher education data systems.
- Demonstrated ability to think strategically, solve complex problems, and drive organizational change .

PREFERRED QUALIFICATIONS

- Master's degree in a relevant field.
- Proven experience with Ellucian Banner and other Ellucian SaaS products.
- Project management certification (e.g., PMP).

Duties and Responsibilities

- Develop and implement a strategic vision for the ERP system aligned with the organization's objectives.
- Lead efforts to optimize ERP processes and leverage technology to improve efficiency and effectiveness.
- Provide leadership and guidance to a team of ERP professionals.

Duties and Responsibilities - *continued*

- Foster a collaborative and high-performance work environment that encourages innovation and continuous improvement.
- Oversee the maintenance, configuration, and upgrades of the Ellucian Banner ERP system.
- Ensure the integrity, security, and reliability of ERP data and infrastructure.
- Collaborate with stakeholders to identify integration requirements and implement solutions that streamline business processes.
- Work closely with functional areas to understand their needs and translate them into system enhancements and improvements.
- Oversee ERP-related projects from initiation to completion, ensuring they are delivered on time, within budget, and according to specifications.
- Manage resources, budgets, and timelines effectively to achieve project objectives.
- Identify and mitigate risks related to ERP system operations, data security, and regulatory compliance.
- Ensure adherence to industry standards and best practices in ERP management and governance.

Benefits

- College paid health insurance for employee, dependent coverage at employee's expense
- College paid basic life insurance for employee, additional coverage for employee and/or dependents at employee's expense
- College paid retirement with 3% employee contribution to the Florida Retirement System (FRS)
- Optional dental and vision insurance at employee's expense
- Sick and Annual (Vacation) Leave accrual
- Time off for designated holidays, winter break, and spring break
- 36-hour work week
- Free tickets to designated Mattie Kelly Arts Center and Raider Athletic events

Apply Now

Provide a complete application package that includes **all** of the following:

- NWF State College Application
- Resume
- A cover letter explaining why you consider yourself qualified for this position
- Copies of unofficial transcripts. (*All degrees must be from a regionally-accredited postsecondary institution.*)

To apply for this position, please visit our website: <https://nwfsc.interviewexchange.com>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant's grievance should be addressed to the Human Resources Executive Director. Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities. In accordance with the Americans with Disabilities Act, NWFSC strictly prohibits the discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms and conditions of employment. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWFSC is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace.

NORTHWEST
FLORIDA
STATE COLLEGE