Director of Business Applications and ERP Support

Definition of Class
This is a supervisory position in which the incumbent oversees activities within a unit of Information Technology (IT) that manages university business applications and provides Enterprise Resource Planning (ERP) support. Incumbent frequently makes decisions by exercising discretion and independent judgment. Position reports to the Chief Information Officer.

Examples of Work Performed
Designs and configures or develops software applications to support financial processes.

Manages the training and support function for enterprise resource planning (ERP) system.

Develops reporting strategies to support university information needs.

Oversees IT support for mission-critical business areas such as Student Accounting, Human Resources, and Accounting.

Develops a roll-out plan for new applications and schedules upgrades.

Prioritizes projects and work to determine the best options for implementation; assigns project tasks within a supervised unit.

Ensures that applications comply with university security policies.

Participates in presentations for professional conferences.

Serves as a university liaison to outside vendors and may negotiate contracts.

Communicates 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.

Manages budgetary functions and makes purchasing decisions for 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. Provides leadership in providing IT support for university business processes.

2. Manages all personnel and budgetary functions for the unit.
3. Oversees training and communication for enterprise resource planning (ERP) system.

4. Represents the university and the department in internal and external settings.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelors’s Degree in Computer Science, MIS or related field from an accredited college or university.

**AND**

**Experience:**
Three (3) 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.