JOB DESCRIPTION

Basis Administrator

**Definition of Class**
This is a professional position in which the incumbent is a highly experienced Basis Administrator who monitors and updates all Basis functions of The University's SAP landscape. Incumbent works under the general supervision of the Director for Technical Services.

**Examples of Work Performed**
Manages the activities of subordinate system analysts including, but not limited to, recommending hiring, promotions, and appointments, arranging work schedules, assigning projects, and reviewing work performed.

Works closely with the operations staff and the users to schedule and run production work in a timely and orderly manner.

Establishes and monitors backup, recovery, and re-run procedures.

Provides technical direction and training to the user community.

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. Manages the activities of subordinate systems analysts.
2. Installs and monitors all SAP support packages and upgrades.
3. Oversees all SAP user profiles, user authorizations, and system security.
4. Transports and monitors the configuration changes to the production SAP environment.

**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 use hands to finger, handle or feel objects. The incumbent is occasionally required to stand; walk; sit; talk or hear; stoop, kneel, crouch or crawl; and reach with hands and arms.

Experience/Educational Requirements:

Education:
Bachelor's Degree from an accredited four-year college or university in Computer Science or a related field.

AND

Experience:
Four (4) 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.

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