

# Job Posting



Position	Department	Reports to	FTE	FLSA Class
Associate Director of IT Enterprise Applications	Information Technology	Director of Information Technology	1.0	Exempt

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Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

## Scope of Responsibilities:

Assist the Managing Director of Information Technology in providing leadership, vision, and strategic direction for all IT functions both within the Office of Information Technology and across the institution as needed. Specific responsibilities fall in the areas of oversight and management of enterprise applications that includes our ERP as well as other applications that integrate with our ERP. These efforts are primarily focused on enterprise applications, data integrations between systems, and business process review.

## General Responsibilities:

- Manage, lead, and supervise the enterprise application support team.
- Maintain close alignment with campus operational units, their key decision makers, and business processes to analyze those business processes and problems to understand and validate functional business requirements to meet end-user needs. Uses best practices as applicable to improve efficiencies and effectiveness.
- Assist with software vendor relationships and upgrade/release cycles, including environment management and coordination of complex timing between systems and integrations.
- Assist with project management activities as they relate to enterprise applications and associated business process review.
- Interact with our information security program on policies and procedures for securing Grace's digital assets.
- Other departmental assistance as directed by supervisor.

## Qualifications:

### Minimum:

- Bachelor's degree in a technology-related field or an equivalent combination of experience, education and/or training.
- Demonstrable experience working with relation databases and strong SQL skills.
- Excellent communication skills, both verbal and written.
- Demonstrated professional work ethic and positive, problem-solving attitude and troubleshooting skills.
- Proven Christian character and lifestyle.

### Preferred:

- Familiarity with the academic and business processes of higher education and the interrelationships between departments, data, and systems.
- Working knowledge of business process analysis concepts, practices, and procedures with ability to use in varied situations.
- Project management training and/or certification

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Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

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