Job Description

General Information

Working Job Title: NeSIS Functional Coordinator for Campus Community	Job Family: Information Technology	Job Family Zone: Specialist
Functional Area: Campus Community	Department Name:NeSIS - Nebraska Student Information System	SAP Organization Unit Number:
Employee's Name: TBD	Date of Last Update:	Title of Supervisor: Lead Functional Coordinator
Position Number:	Last Updated By:	Name of Supervisor: Jean Padrnos

Position Summary

The NeSIS Campus Community Functional Coordinator is responsible for administrative management of the specific Campus Community business function changes within the PeopleSoft software suite, Campus Solutions, Data Warehousing (EPM) and integrated third party modules.

Responsibilities include: coordinating core system functionality and peripheral system components, understanding and implementing functional support for new releases, conducting and managing integration testing, documentation, and training.-

Functional Areas:
Campus Community including: student/faculty/advisor/staff/guest dashboards, SAP, Buffet, Immunizations, Residency, Events, 3C/CommGen, data integrity (Duplicates, External Orgs, Names, SSN…), eforms/workflows (shared crossfunctional/crosscampus: Title IX, intercampus, change of campus..), 3rd party integrations: Sailpoint/Registry, Nebraska Department of Education Identification Number (NDEID), Housing (StarRez), ImageNow, Room Scheduling (EMS) and other functional areas as assigned.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
System Management **Configuration, Requirements gathering, and Analysis:** - Work with the NeSIS Director and NeSIS support team on continuing to develop and manage the scope, resources, schedules, and business cases of the NeSIS system. Coordinate with the NeSIS functional team(s) in the identification of issues and tasks, and maintaining a list of those issues and tasks; - Assist in converting business requirements into specification documents that are understood by both the customer and the application development team charged with developing the solution; - Integrate work in the assigned NeSIS functional area(s) with work performed in other functional areas. **Testing** - Coordinate the development, configuration, integration, validation, testing, and documentation of the functional aspects and associated components of the assigned NeSIS functional area(s); - Work with the functional team members and the end-user communities to design, validate, test and document transactions for assigned functional area.	50%	*

Functional Technology application management, integration & communication: - Promote enhancement projects by providing insight regarding application of integration; - Manage the analysis and documentation of the current business processes related to the assigned area(s) and for determining the impact of changing those processes as a result of the NeSIS system administration; - Work with all non-NeSIS systems including, but not limited to SAP, EPM data warehouse and the State of Nebraska system, striving to refine enterprise integration between them; - Establish working relationships with campus stakeholders in the coordination and planning of tasks and projects; - Provide timely, clear communication to all NeSIS and campus stakeholders in associated business area.	30%	*
Training and Knowledge transfer: - Attain technical knowledge sufficient to implement, monitor and maintain NeSIS system functional business solutions and continue professional development by researching business trends and best practices in order to be a resident expert in assigned functional area(s); - Monitor changes in the PeopleSoft product suite as they relate to the associated functional area(s), and providing suggested training ideas to the Lead Functional Coordinator of the NeSIS team; - Assist campus/college training coordinators in conducting workshops and presentations in specific assigned functional area(s). Ensure members of the campus communities (team members and end user groups) have adequate system training opportunities in the functional area(s) assigned; - Act as a resource for business analysis and business consultation in support and development of enterprise wide standards, templates, and business strategies; - Maintain strong internal and external networking relationships. Work closely and partner with the ITS-ES technical teams.	15%	
Other duties as assigned: - Perform other administrative or functional duties as assigned by the Lead Functional Coordinator, Director of the NeSIS team and Executive NeSIS sponsor.	5%	

Zone Definition Factors

Nature/Complexity of Work

The work is generally very complex and multi-disciplinary in nature. Each NeSIS Functional Coordinator, in conjunction with the NeSIS leadership team, business teams and end-user groups will support the business and student administration NeSIS system functions of the University and State Colleges. This position is responsible for administrative management of specific business function changes within the PeopleSoft software suite, Campus Solutions, Data Warehousing (EPM) and integrated third party modules. This position may be required to work outside the regular M-F/8-5 timeframe to accomplish these goals as needed.

Problem Solving/Decision-making

This position is responsible for identifying the course of action to successfully complete a task or project. This includes when and how to coordinate and communicate with campus communities, technical staff and the management team. Within NeSIS, the overall correctness of problem solving and the accuracy of decisions made may not be apparent for periods of time ranging from hours to months depending upon the complexity of the tasks. Problems solving and decision making requires collaboration, professionalism and sensitivity as this job handles complex and potentially controversial issues and system functionality for a variety of business applications across multiple campuses.

Strategic Impact

Business decisions are made on system-wide NeSIS data and/or business processes impacting both the University of Nebraska and the Nebraska State College Systems. Errors in the work performed may result in one or more of the University and the State College systems and business processes being detrimentally impacted and/or disabled. Errors may also affect the quality of information relied upon for management decision making and for external reporting requirements. As a member of the NeSIS team this position receives administrative direction and general guidance from an Executive Sponsor, the NeSIS Director and the Lead Functional Coordinator.

Know How

This position requires knowledge of the functional business processes plus a general technical knowledge and implementation background with either pre-packaged or custom application systems. Requires the ability to facilitate decision making through consensus building skills, to work in both a system administration and in a detail hands-on capacity, to maintain a big picture view of the project vision and goals while performing detail analysis and configuration tasks, to work effectively with all levels of management, to demonstrate strong time management skills, multi-tasking capabilities and excellent communication and inter-personal skills. Must also be able to work in a diversified team environment across multiple campuses, utilize advanced application software skills including but not limited to presentations, spreadsheets, word processing, and project management applications.

Technical Know How

This job requires knowledge of PeopleSoft NeSIS system environments with particular emphasis on functional business technology and the presentation of information and actions to a variety of system users. Broad knowledge of large enterprise environments, and systems is essential.
Solid understanding of the following NeSIS business modules: Admissions, Campus Community, Student Finance, Student Records and Financial Aid and the corresponding PeopleSoft software suite, Campus Solutions, Data Warehousing (EPM), Enterprise Portal (EP) and integrated third party modules like Admissions Applications, Recruitment, Housing (StarRez), Room Scheduling (EMS), Reporting and Data Analysis, Enterprise Tools, and other associated interfaces to PeopleSoft.

Interactions

This position will require extensive collaboration with NeSIS management, other NeSIS coordinators, NeSIS technical staff, ITS-ES technical staff, campus constituents and related campus business functional staff. Establishing and maintaining strong internal and external networks and collaborative relationships (including other organizations that use PeopleSoft) is expected in this position. The ability to work in diversified teams and guide and motivate project team members is necessary.

Supervision

This position receives direct **Supervision** from the Lead Functional Coordinator of NeSIS.

Minimum Qualifications

A Bachelor's Degree or higher is desired. Two (2) to four (4) years' experience in student information/business systems with knowledge and experience in PeopleSoft Campus Solutions would be a beneficial.

Knowledge and experience with administrative systems in a college or university environment is preferred.

Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired may be considered.

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

Indicate intermittent or constant

	Circle the appropriate number of hours									Intermittent	Constant
Sit	0	1	2	3	4	5	[6]	7	8	X	
Stand	0	[1]	2	3	4	5	6	7	8	X	
Walk	0	[1]	2	3	4	5	6	7	8	X	
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8		

Explain

2.**THIS POSITION REQUIRES:**	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X		
Bending	X		
Kneeling			
Reaching			
➢ Overhead			
➢ Forward	X		
➢ Low			
Twisting	X		
Crawling			
Climbing			
➢ Ladder			
➢ Stairs			
➢ Other			
Walking on rough ground			
Exposure to changes of temperature/humidity			
Exposure to dust/fumes/gases/chemicals			
Being near moving machinery			
Working from heights			

3. THIS POSITION REQUIRES EMPLOYEE TO:

Indicate letter in appropriate Space**:** **LIFT=L   CARRY=C   PUSH=P   PULL-PL**

	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs	L, C, P, PL			
25 - 49 lbs				
50 - 74 lbs				
75 - 100 lbs				
* Over 100 lbs				

* If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding			X
Filing			

Other Explain: Operation of a computer mouse, and other business technology, and communication devices

Job Family Zone Questionnaire

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

_____Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools.[1]

_____Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area.May require the operation of moderately complex equipment/tools.[2]

_____Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools.[3A]

___X__Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives.

Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools.[3B]

_____Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions.Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools.[4]

Problem Solving/Decision-making:

_____Decisions/problem resolutions are repetitive and simpleand typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

_____Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

_____Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities.[2B]

_____Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities.[3]

__X__Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans.[4]

Interactions:

_____Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy.[1]

_____Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations.[2]

_____Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature.Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

__X__Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy.[4]

Supervision Received:

_____Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules.[1]

_____Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives.[2A]

_____General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program.[2B]

__X___Responsible for conducting specialized assignments or developing programs under only general direction and guidance.[3]

_____Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization.[4]

Supervision Exercised:

_____May provide incidental guidance to others.[1]

__X___Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader.[2A]

_____Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager.[2B]

_____Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

_____Establishes performance standards for designated programs and/or areas of specialization.Directs staff to include hiring, discipline, transfers, promotions, and salary changes.[4]

Impact:

_____Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area.[1]

_____Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area.[2]

_____Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

__X___Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

_____Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents.[4]

Summary:	Zone Assignment= Specialist	
Authorization:	**Name:**	**Date:**
Human Resources	*Sheryl Hartner*	
Supervisor:	Jean Padrnos	
Administrator:	Cheri Polenske	