**[sbowman@northeastcollege.edu](mailto:sbowman@northeastcollege.edu)**

Type: Full-Time  
Salary: $65,000 to $70,000  
Posted: 10/10/2024  
Application Due: Open Until Filled  
Category: [Network/System Administrator](https://www.higheredjobs.com/admin/search.cfm?JobCat=173); [+1](javascript:;)

TITLE: Systems Administrator

DEPARTMENT: Information Technology

DIVISION: Administrative Services

STATUS: Exempt, Full-time: M-F, 8:30 a.m. to 4:30 p.m., flexible and remote work options also available.

As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

SALARY RANGE: $65,000 to $70,000

BENEFITS:

· Flexible Work Arrangements Available *(where applicable, based on position)*

· Medical Dental Vision Health Savings Account Flexible Spending Account

· College Paid Life, AD&D, LTD insurance Generous PTO 12 Paid Holidays

· TIAA Retirement with 8% college contribution after one year of employment

· Free EAP Counseling Services Free Chiropractic Care

*Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person’s unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.*

GENERAL DESCRIPTION:

Reporting to the Senior Systems Administrator, the Systems Administrator’s primary responsibilities will be maintaining and programming the College’s integrated administrative system, the accounting/general ledger system, clinic billing system, and various other databases. The Administrator will also function as an internal consultant for PC users, providing assistance with report writing, applications development, installation, and troubleshooting.

SPECIFIC RESPONSIBILITIES:

1. Work with colleagues the IT Department as well as other departments to research and select upgrades, software and other necessities for college computer systems.

2. Assist in developing new system and application implementation plans, custom scripts and testing procedures to ensure operational reliability. Trains technical staff in how to use new first- and third-party software.

3. Develops and coordinates project directions and schedules to maximize benefits and minimize impacts on the customer organizations. Provides leadership in planning and implementation of projects for computer operations and enterprise systems administration.

4. Function as an administrator for the administrative and general ledger/accounting systems.

5. Function as a trainer for the administrative system and campus intranet, including students.

6. Continually monitor the helpdesk system and respond to all appropriate work orders. Provide assistance to users when problems arise.

7. Assist in the planning and implementation stages of new applications for existing systems and/or new systems.

8. Function as a liaison with outside vendors to troubleshoot and upgrade systems. Develop new or expanded applications for the administrative and general ledger/accounting systems, and integrate those with other College software programs.

9. As needed, work with other members of the Information Technology area to coordinate efforts in a team approach to problem solving.

10. Perform other duties as assigned.

QUALIFICATIONS:

1. Minimum of a Bachelors degree in Computer Science or computer related field (or equivalent work experience) required.

2. Minimum of 3 years’ experience with relational database development and support required.

3. Minimum of 1 year experience MS Access, SQL Server (including SSIS), and scripting (PowerShell and VBA) required

4. Experience with web development (HTML, CSS, JavaScript, PHP) preferred.

5. Experience with Jenzabar preferred.

6. Experience with EHR software and billing preferred.

7. Experience with other Microsoft Office applications required.

8. Excellent problem solving, organizational, and interpersonal skills required.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: [humanresources@northeastcollege.edu](mailto:humanresources@northeastcollege.edu)

*\* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

*Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.*

Northeast College is an equal opportunity employer. M/F/V/D

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* [**Database Administrator**](https://www.higheredjobs.com/admin/search.cfm?JobCat=211)