

# UNIVERSITY OF DALLAS

Job Number: 0052UD

**Enterprise Resource Planning (ERP) Manager**

Date Posted: May 26, 2022

---

## WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

## JOB DESCRIPTION

UD is currently seeking an ERP Manager responsible for managing and optimizing the University of Dallas' ERP systems. The ERP Manager will play a central role in ensuring UD's ERP systems operate effectively. This individual will actively coordinate with multiple departments, engaging with end-users and third-party vendors. This position requires strong knowledge of business processes and managing the development and maintenance of ERP systems. This position will also define, develop, test, analyze, and maintain the Ellucian applications supporting business achievements. This individual will oversee activities related to ERP operations and affiliated data reporting. Additionally, they will oversee the management of ERP systems and data, database management related to university stakeholders, and adherence to the University's technology procedures and guidelines.

## PRIMARY RESPONSIBILITIES

- Provide technical guidance and explain advanced concepts to others in the work area. May mentor others in the department.
- Coordinate resources needed within the department for internal and external tasks. Provide leadership and guidance to others.
- Manage operational and technological aspects of the Information Systems team, including developing systems and processes for internal and external communications, managing inquiries, stakeholders, and departments – both academic and non-academic.
- Manage aspects of data entry, data coding, data extraction, and data security relating to ERP processes. Coordinate access audits and data collection for departmental and individual permissions to sets of information.
- Solve unique problems through evaluative judgment and precedent. Independently applies sophisticated analysis in evaluating issues and develops new concepts, methods, and techniques for cross-functional initiatives. Recognize and pursues alternative methods.
- Research and monitor advances in information systems management and provide recommendations for Banner information system usage and improvements.
- Serve as project liaison between IT partners, client organizations, and IT leadership.
- Coordinate and/or implement interfaces to external systems and software.

# UNIVERSITY OF DALLAS

## MINIMUM REQUIREMENTS

- 3+ years of experience and expert technical programming knowledge of at least one of the following Banner modules (Finance, Human Resources/Payroll, Student, Financial Aid).
- Working experience with Oracle database.
- Working experience with Banner Data element, data structures, and the Entity-relationship model.

## PREFERRED QUALIFICATIONS

- Form Fusion knowledge is a plus.
- Technolutions Slate knowledge is a plus.
- Knowledge of Evisions Argos Enterprise Reporting is a plus.
- Knowledge of Oracle SQL Developer is a plus.
- Knowledge of the Banner 9 application extension methodology and process is desirable.
- Knowledge of the technology and tools used for extending Banner 9 Administrative Applications is a plus.

## ADDITIONAL INFORMATION

- Ability to plan and manage resources, time and activities for multiple complex projects.
- Knowledge of Information System trends.
- Demonstrated knowledge of service quality concepts necessary for the effective design and delivery of information system support services.

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**