

ERP College System Analyst

Institutional Analysis and Information Management

Full-time, Regular

Competition # 60-21/22

Brandon, Manitoba

Salary: \$59,350 to \$78,868 per year

C2A – Computer Programmer 2

Assiniboine Community College strives to create exceptional learning experiences for our students. We place a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement. The Institutional Analysis and Information Management department supports the college through translating data analytics, application development, research, and information into policy and strategy-oriented advice; developing and maintaining centralized, college-wide data management and reporting systems and processes; maintaining and continuously improving Assiniboine's Enterprise Resource Planning (ERP) system and business processes.

The Institutional Analysis and Information Management department is looking for a business-savvy ERP College System Analyst, experienced in the analysis, continuous improvement, and maintenance of ERP platforms like the ERP system used by the college, Colleague.

Be Passionate

You are passionate about implementing new functionalities and ongoing maintenance of Enterprise Resource Planning systems (ERP). Experience researching, documenting, and resolving technical issues relating to higher education ERP systems would be a significant asset that would prepare you for this position. Your love for providing ad-hoc training on system functionality as requested by business owners and implementing ERP processes to increase efficiencies will help you succeed in this role

Take Initiative

You are the type of person who does not wait for direction, you take initiative when working on multiple projects and meet deadlines; you demonstrate professionalism, a sense of urgency, and responsibility balanced with the ability to work independently within a team. You will evaluate new functionalities of the college's ERP system and suggest system enhancements to achieve optimum system performance and streamline business processes. You will develop detailed documentation for system enhancements and business cases assisting enhancement requests. You will ensure system issues are resolved quickly and efficiently to meet internal stakeholders' deadlines. You will be proactive and will effectively communicate system changes and updates to technical and non-technical stakeholders. You will prepare process and user training documentation for ERP system enhancements and functionality implementation.

Deliver Results

To deliver results, you will have a degree or diploma in Computer Science, Software Engineering, Technology or related field, or 4+ years of experience in ERP application maintenance, security administration, and continuous improvement. You will also have basic knowledge of the most common programming languages and technologies (SQL, .NET, Visual Studio, JavaScript, and others). You demonstrate lifelong learning by maintaining and sharing your knowledge with others. Your experience conducting documentation audits of the systems you worked with will transfer to maintaining and updating the college's ERP solution landscape and roadmaps, ensuring our systems are current and up-to-date. You will have excellent interpersonal and relationship-building skills for collaborating with various technical and non-technical people.

This competition will remain open until filled.

Please note: The college's COVID-19 Campus Access Policy puts in place rules and requirements for students, staff, and others accessing Assiniboine's multiple campuses to prove they are fully vaccinated or undergo routine testing to show a negative COVID-19 test.

Assiniboine Community College is committed to reconciliation and ensuring that its policies, practices, and systems are free of barriers. Assiniboine values diversity and promotes full participation to ensure dignity, respect, and equal access for all employees.

Assiniboine welcomes applications from all qualified candidates who are **legally entitled to work in Canada**, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.

If you are interested in this career opportunity, please forward your resume and cover letter to the address/email/fax information found at the bottom of this page. Requests for accommodations can be made at any point during the recruitment process through the same contacts.

Assiniboine Community College
c/o Human Resources
1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9
Fax 204.725.8736 or email humanresources@assiniboine.net

We thank you for your interest. Those selected for further consideration will be contacted.