



Job Announcement

Job Title: Jenzabar ERP Technologist

Work on improving the college's JICS interface and other Jenzabar related projects, particularly in the areas of Advising, Registration and Budget. Consult with and train users, as needed, in the processes related Jenzabar EX ERP and JenzabarOne. Experience with InfoMaker to generate reports is a strong plus. Remote work for up to 75% is possible but meetings on campus are required.

Essential Functions. The employee is responsible for the following:

Consult with users to improve the implementation of our ERP across the college functions.

Execute programs and provide results to users

Assist in maintaining procedural guides, training guides, and the work order system

Assist with system backup procedures

Other duties as assigned

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Qualifications

Experience with Jenzabar EX is required.

Knowledgeable of Microsoft SQL and/or server/data center environment

Ability to learn and work under pressure

Experience with Jenzabar EX administrative software systems and user support

Other duties as assigned

Physical Requirements

Must be able to work extended hours to meet project deadlines, workload, or to perform system maintenance

Office setting

Work both on campus and off campus

Repetitive use of a keyboard at a workstation

May require long periods of sitting or standing

Work Environment

Office, computer work, outdoors, studio work, classroom, and online.

HOW TO APPLY

Applicants must submit: a cover letter; a resume Applications can be e-mailed, mailed or delivered to: Personnel, Mesalands Community College, 911 S. Tenth Street, Tucumcari, NM 88401, **Electronic files will be accepted. Application deadline is open until filled.**

(575) 461-4413, ext. 213