MAINE MARITIME ACADEMY
A College of Engineering, Management, Science, and Transportation

SYSTEMS INTEGRATION SPECIALIST II

POSITION OVERVIEW

The Systems Integration Specialist II reports to the AVP/Chief Technology Officer and is responsible for supporting Human Resources and Financial software systems. Additionally, this position will serve as the organizational Database Administrator (DBA) for all systems and support Advancement systems.

The incumbent is responsible for the entire life cycle of support for Human Resources, Finance, and Advancement systems. This includes planning, coordination and solution development as well as implementation activities related to the integration of applications and technologies within the organization's application integration environment. Proven communication skills, problem-solving skills, proficiency in programming languages and data structures, and knowledge of integration best practices are critical to successful performance in this role.

The incumbent supports all Human Resource, Finance, and Advancement systems and as such has direct access to confidential, sensitive information. Provides support involved in management negotiations.

Provides advanced support in all areas of the IT Department and performs other duties as assigned. This position is a Confidential, full-time, calendar year staff position with full benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Primary support for Great Plains, NeoED, Workplace, NovaTime, and all other Human Resource and Finance related systems;
- Participate in and/or lead the planning and implementation of HR and Finance related applications of organizational policies within appropriate systems;
- Act as primary DBA (database administrator) for all organizational systems;
- Advise appropriate leadership staff on the application of any policy or administrative rule to any organizational system, which may require knowledge of confidential subject matter and access to data which is sensitive and confidential in nature;
- Participate in and/or lead, the planning of integration projects;
- Design, develop, and deploy integration solutions within the organization's architectural principles, policies, and guidelines;
- Provide integration environment technical knowledge and experience during the planning, execution, and management of integrating new applications into the existing application environment;
- Provide integration environment technical knowledge and experience during the planning, execution, and management of integrating new application integration technologies into the existing environment;
- Identify and resolve system integration issues;
- Assist with problem determination and resolution efforts when operational issues with integration solutions arise;
- Develop standards, processes, and document to support and facilitate integration projects and initiatives;
- Research and make recommendations on integration products and services;

- Develop an understanding of existing and new administrative software systems;
- Build relationships with vendors of application software deployed in the organization to both learn about and provide feedback on their technical integration capabilities;
- Continually develop skills in the integration technologies in place in the AI environment, as well as staying informed on new developments in integration technology;
- Implement audit, logging, and monitoring solutions of integration systems;
- Assist with identifying opportunities to enhance or improve business processes via integration, or, as necessary, minimize the impact of integration on those processes;
- Manage data hygiene for all administrative application systems;
- Assess existing workflow and procedures to identify and remedy source of downstream data inconsistencies;
- When necessary, provide guidance to other Applications Department members;
- Other related duties as assigned.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign additional, reasonably related duties.

MINIMUM QUALIFICATIONS/SKILLS

- Bachelor's Degree in Computer Science or Computer Engineering and/or 4 years equivalent work experience;
- 4 years direct experience in enterprise-level application integration;
- Demonstrated ability to think creatively, strategically, and operationally with strong analytical skills;
- Proven technical project management experience;
- Proven experience in overseeing the linking of cross-functional applications between disparate business units and systems;
- Experience with business and technical requirements analysis, business process modeling/mapping and methodology development, and data mapping;
- Extensive experience with core software applications, including Microsoft Dynamics GP, NovaTime, NeoEd, and Workplace;
- Technically fluent in at least one programming language;
- Direct, hands-on experience with automated integration tools, including Microsoft SQL Data Transformation Services, Microsoft SQL Server Integration Services, PowerShell, Transact SQL;
- Extensive knowledge of relational database design and management techniques, especially with Microsoft SQL Server;
- Confidence and experience with API protocols and schemas such as SOAP and REST;
- Experience with securing integration scenarios using appropriate authentication, authorization, non-repudiation, and data encryption methods;
- Strong knowledge of system and software quality assurance best practices and methodologies;
- Understanding of end-user needs and requirements;
- Excellent understanding of the organization's goals and objectives.

PREFERRED QUALIFICATIONS/SKILLS

- Background in higher education preferred;
- Excellent oral and interpersonal communication skills;
- Outstanding writing and documentation skills;

- Ability to communicate ideas in both technical and user-friendly language;
- Able to conduct research into application integration issues and products;
- Highly self-motivated and directed, with keen attention to detail;
- Able to prioritize and execute tasks in a high-pressure environment;
- Experience working in a team-oriented, collaborative environment;
- Knowledge of applicable data privacy practices and laws.

WORKING CONDITIONS

- Environment requires the management of competing projects and demands
- Frequent contact with students, faculty, visitors, and external entities
- Occasional long days and weekend work
- Office environment, use of computer keyboard and monitor
- Tobacco-free campus and ships