Workday SIS Implementation: Assistant Dean, SIS Implementation

FLSA Status: Exempt
Level Pay Range: Per Faculty Scale
Reports To: Dean, SIS Implementation
Location: Highland Business Center (HBC); hybrid work opportunity

General Statement of Job

To provide knowledge and support for the ERP/SIS implementation, assist in synthesizing and developing comprehensive processes and procedures, and educating stakeholders on these processes and initiatives.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

- Creates and delivers key updates to department leadership.
- Assists with monitoring the progress and communicating about the SIS project to ensure visibility and alignment with project milestones.
- Measures achievement of training goals and objectives.
- Assists in conducting needs analysis, identifying and understanding college goals and objectives.
- Creates instructional materials for end-user training, such as infographics and job aids; checklists, websites, user templates, manuals, flowcharts, decision making guides, and procedural guides, for new and existing processes or initiatives.
- Researches and suggests process improvement strategies for Student Information System.
- Utilizes a variety of training formats including print, graphics, audio, video, and other multimedia to train users from the novice to the expert level user.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge and experience with student information systems and customer relationship management.
- Acumen to effectively translate technology solutions to business processes.
- Ability to develop and conduct engaging and effective training.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Establish and maintain an open mindset and solutions-based attitude.
- Effectively use interpersonal skills including tact and diplomacy.
- Communicate complex information in a clear, organized, and concise manner, using written and verbal communication skills.
- Maintain confidentiality of work-related information and materials.
- Effectively use organizational and planning skills with attention to detail and follow through.
- Work collaboratively in a cross-functional team environment.
- Strong analytical, planning, organizational, and time management skills.
- Maintain an established work schedule.

Technology Skills

- Proficiency in business applications, such as Microsoft Office, Google for Education, Adobe.
- Authoring software to deliver multimedia presentations, video streaming, and e-learning materials.
- Proficiency in the Ellucian/Colleague Student Information System.
- Web conferencing tools such as Google Hangouts, WebEx, Zoom, and Adobe Connect.

Requirement for this role

Current ACC Full-time or Adjunct Faculty with Academic Affairs experience.

Physical Requirements

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC as its discretion to enable individuals with disabilities to perform the essential functions.
