



Job Description Campus Software Manager/Programmer

Description:

The Campus Software Manager/Programmer is responsible for the oversight and efficient utilization of all campus software including: SONIS, Canvas, CoursEval, Criswell student Gmail accounts, etc. Accordingly, the Campus Software Manager/Programmer will have the ability to create policies and processes that guarantee a standardized, secure, and efficient experience for all systems users (staff, faculty, and students). The Campus Software Manager/Programmer is the primary responsible party in addressing issues with systems and serves as the campus liaison with SONIS, Canvas, and Google along with other licensed softwares. The Campus Software Manager/Programmer is responsible for updating and improving the college website, designing and running database reports, and creating improved database processes to increase workflow and productivity for all departments across the campus.

Supervised:

The Campus Software Manager/Programmer will be directly supervised by the Senior Director of Information.

Essential Responsibilities:

1. Manage all relevant software databases, ensuring data integrity, security, and redundancy.
2. Manage all systems users by providing user privileges, training, support, and regular communication regarding policies and practices (Faculty, Staff, and Students).
3. Oversee all ongoing updates to SONIS, Canvas, and other paid Software Services.
4. Provide reports on systems data as needed by campus administration or enable administrators to create their own reports where applicable.
5. Act as institutional contact for SONIS, Canvas, Academic Management Systems (CoursEval), Google, etc.
6. Manage test servers and financial aid databases on campus.
7. Document and approve significant changes in back-end systems setup and use.

Occasional Responsibilities:

1. Evaluate and improve campus-level software systems/processes in each department.
2. Establish and document standard practices for the flow and use of relevant systems across all departments in order to ensure a seamless, secure, and effective user experience.
3. Document and approve significant changes in systems setup and use.
4. Manage, design, and update the college website.
5. Convert Chapel Audio files and load them on the Website/YouTube.
6. Design and implement new process to streamline database information and to ensure quality checks throughout the school (ex. Syllabus Tool).
7. Update and support PCI compliance across campus.
8. Other projects as assigned by the Senior Director of Information.

Qualifications:

- Experience editing HTML
- Experience with SQL Server Management Studio and Database Reports

- Experience with coding and/or Java Script.

Send inquiries to: Scott Shiffer, Senior Director of Information, at sshiffer@criswell.edu or call 214-818-1316.