

EMR Systems Administrator

Duties: Reports directly to the Dean of Enrollment, Retention & Recruitment Services. The EMR Systems Administrator ensures seamless functionality of the current operating system to achieve the following primary goals:

- 1) Strategically plan and implement the complete automation of the registration process.
- 2) Enhance the existing website both in terms of responsiveness and mobile friendly.

EDUCATION AND EXPERIENCE:

Bachelor's degree required. Three to five years experience with in higher education with Ellucian Systems (Colleague Datatel and/or Banner), Expert Microsoft Office Skills, Programming, ability to work with diverse constituents to achieve a common goal.

TO APPLY:

Please send by email to kstephens@stillman.edu and lgoins@stillman.edu PDF files of: (1)A cover letter addressing the candidate's interest in and qualifications for the position; (2) Resume; and (3) completed Stillman Employment Application (available for download at "About Us" at <http://www.stillman.edu/images/documents/application.pdf>