Information Systems Associate

Belhaven University, a Christian liberal arts university committed to the ministry of integrating faith and learning, is searching for the ideal candidate for Information Systems Associate in our Information Technology department who has a heart for serving students as well as a desire to serve Christ Jesus.

Position Overview

The Information Systems Associate works with the Manager of Computer and Information Systems and the Director of IT to execute the duties associated with the Information Systems Associate role. This position will assist the Manager of Computer and Information Systems in performing the duties necessary to support faculty, staff, and students with use of their online accounts, email, network drives and the online information website. In addition, this person would assist in student and faculty training, account setups, and report generation using SQL Server Reporting Studio. This person will learn the Student Information System, various other internal university student processing systems, and will assist with troubleshooting issues involving these systems. The Information Systems Associate will also help develop and troubleshoot integrations between various university software systems. The Information Systems Associate reports directly to the Manager of Computer and Information Systems.

Qualifications

A bachelor’s degree in computer science or related field and knowledge of SQL are required. The successful candidate must have significant experience in SQL, and must have the ability to troubleshoot and problem solve database related issues. Programming experience in Java, VB script, Envision, HTML, JavaScript, and C# is strongly preferred. The successful candidate must be possess a strong sense of personal responsibility, solid analytical skills, a willingness to learn, a heart for students, and exceptional customer service and communication skills. Applicants must fully support the University Vision, Mission, and statement of Faith found at www.belhaven.edu/belhaven/mission.htm.

Application Guidelines

Interested applicants may make application by submitting
1) Letter of interest
2) Resume
3) Reference list with contact information (including a Pastoral reference), and
4) Statement of faith, including information on how you integrate your Christian faith with work.

Only applicants who submit all four required items will be considered. Resumes will be accepted until the position is filled. Additional information about Belhaven University may be found at www.belhaven.edu.

Interested applicants should send the information above to ssteelman@belhaven.edu or mail it to the address listed below.

Stephanie Steelman, Manager of Computer and Information Systems
Office of Information Technology
Belhaven University
1500 Peachtree Street, Box 783
Jackson, MS 39202