Enterprise Applications Platform - PeopleSoft Administration

Job Family	Grade 12	Grade 13	Grade 14 - Individual Contributor	G14 - Management Track	Grade 15 - Management Track
PeopleSoft Administration	PeopleSoft Systems Administrator	Sr. PeopleSoft Systems Administrator	Lead PeopleSoft Systems Administrator	Manager/Sr. Manager, PeopleSoft Systems Administration	Director, PeopleSoft Applications
Purpose:	Provides support and administration for the PeopleSoft HRMS and PeopleSoft Financials ERP systems.	Provides support and administration for the PeopleSoft HRMS and PeopleSoft Financials ERP systems.	Provides direction, leads analysis, design, development and implementation activities for support and administration of the PeopleSoft HRMS and PeopleSoft Financials ERP systems.	Leads, manages and coordinates the development, deployment and ongoing operations of team systems and services. Sets team direction and goals in alignment with CUIT strategic plan and goals.	The Director is charged with developing and executing a strategy within their respective area. He/She draws on experience and/or resources with in-depth knowledge of the business or function to provide solutions by developing complex, multi-faceted software applications and insures all projects are delivered within budget and on time. The Director will provide leadership and overall managerial oversight to their team.
Relation to Supervision:	Works under minimal direction	Works under minimal direction and often without supervision.	Works independently while leading and coordinating all levels of activities including project life cyle, software development life cycle and day to day operations.	Manages staff and relevant teams while also leading and coordinating all levels of activities including project life cyle, software develoment life cycle and day to day operations. Including staff management.	Reports to senior leadership team member. Sets direction and goals for department and/or team.
Administration:	Does assigned research, design and development, such as the design/development of a single technology for a CUIT group or a small customer group. Installs low/moderately complex soft/hardware infrastructure.	Responsible for the development of new implementation guidelines or standards. Provides architecture for networks. Installs moderate/complex soft/hardware infrastructure. Performs complex implementations and/or customizations.	Leads and/or oversees the development of protocols and standards for all network services and may have ultimate responsibility for their implementation and documentation. Leads and performs complex implementations and/or customizations of moderate/significant size and risk.	Designs hard/software configurations for complex and University-wide solutions to address University needs. Assesses the application of new and innovative technologies, methods and concepts. Provides installation design and direction to support new technologies. May involve hardware sizing and capacity planning. Establishes the methodology, standards and protocols for installation and implementation work.	Communicates with senior management on system-wide issues recommending solutions including resources needed, time required and benefits to be achieved. Designs hard/software configurations for complex and University-wide solutions to address University needs. Assesses the application of new and innovative technologies, methods and concepts. Provides installation design and direction to support new technologies. May involve hardware sizing and capacity planning. Establishes the methodology, standards and protocols for installation and implementation work.
Relationship Management:	Works closely with CUIT colleagues on all tasks in the development and maintenance life cycle. May be responsible for directing and monitoring the work of team members and or project teams.	Work with all levels of organization on problem management and resolution. Provides assistance to less senior developers. Gives guidance to other team members. May oversee team members performing specific tasks.	Leads specific infrastructure, systems and applications initiatives. Provides expert level assistance to less senior application developers; functions as a technical consultant.	Leader of team. Sets team direction and goals, coaches and counsels staff to accomplish goals. May have performance management responsibility for team. Liases with relevant faculty and administrators on various projects/initiatives and ongoing operations of systems.	Responsible for the capabilities and configuration of the team and its preparedness to meet the IT and business requirements of the department. Partners with relevant faculty and administrators to support financial, academic and research goals of the University. Has responsibility and oversight for all personnel decisions.
Education & Experience:	Bachelors degree and/or its equivalent required. Minimum 3-5 years related experience. Familiarity with systems development lifecycle.	Bachelors degree and/or its equivalent required. Minimum 4-6 years related experience. Strong experience with full applications systems development lifecycle.	Bachelors degree and/or its equivalent required. Minimum 5-7 years related experience.Expert level experience with full application systems development lifecycle.	Bachelors degree and/or its equivalent required. Minimum 5-7 years related experience.Expert level experience with full application systems development lifecycle. Prior supervisory experience strongly preferred.	Bachelors degree and/or its equivalent required. Minimum 7-9 years related experience. Experience in all relevant applications design and development languages, methodologies and tools. Prior managerial experience required.
Soft skills:	Demonstrates a variety of competencies including teamwork/collaboration, analytical thinking, and communication.	Demonstrates proficiency in a variety of competencies including teamwork/collaboration, analytical thinking, communication and influencing skills.	Demonstrates excellence in a variety of competencies including teamwork/collaboration, analytical thinking, communication, influencing skills, and proven ability to act as a change agent.	Demonstrates excellence in a variety of competencies including ability to manage a team, teamwork/collaboration with technical and functional clients/peers, analytical thinking, communication and influencing skills. Proven ability to act as a change agent.	Demonstrates excellence in a variety of competencies including ability to lead a team, teamwork/collaboration with technical and functional clients/peers, analytical thinking, communication and influencing skills. High degree of emotional intelligence. Proven ability to act as a change agent.

| Technical Skills: | Proficiency in some/all of the following technologies: Oracle SQL (pl/sql). Work experience with People Soft HR and/or Finance applications. | Strong Proficiency in some/all of the following technologies: PeopleSoft Oracle ERP Systems on multiple technology (Unix/Linux) platforms, PeopleSoft implementations, upgrades and installations. Experience with PeopleSoft environments on PeopleTools 8.48 or higher. Good understanding of PeopleSoft Web Server, App Server and Databases interactivities. Good understanding of PeopleSoft ERP infrastructure and architecture. | Expert level skills in some/all of the following technologies: PeopleSoft Oracle ERP Systems on multiple technology (Unix/Linux) platforms, PeopleSoft implementations, upgrades and installations. Experience with PeopleSoft environments on PeopleTools 8.48 or higher. PeopleSoft Web Server, App Server and Databases interactivities. PeopleSoft ERP infrastructure and architecture. | Strong Proficiency in some/all of the following technologies: PeopleSoft Oracle ERP Systems on multiple technology (Unix/Linux) platforms, PeopleSoft implementations, upgrades and installations. Experience with PeopleSoft environments on PeopleTools 8.48 or higher. PeopleSoft Web Server, App Server and Databases interactivities. PeopleSoft ERP infrastructure and architecture. | Broad functional and/or technical experience in all relevant applications design and development languages, methodologies and tools such as PeopleSoft Oracle ERP Systems on multiple technology (Unix/Linux) platforms, PeopleSoft implementations, upgrades and installations. Experience with PeopleSoft environments on PeopleTools 8.48 or higher. PeopleSoft Web Server, App Server and Databases interactivities. PeopleSoft ERP infrastructure and architecture. |