ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Enterprise Content, Imaging, and Workflow Analyst

DEPARTMENT: Information Technology, Rose Hill

RESPONSIBILITIES:
- Participate with management and Business Units to determine current and future imaging and workflow needs.
- Design, integrate, and code image processing and workflows across various systems.
- Participate in the design and implementation of new software solutions.
- Maintain and enhance existing software.
- Participate in the development of documentation and training materials.
- Participate in evaluation of productivity software.
- Help build and maintain a cohesive team.
- Design, code and implement specific imaging and workflow processes based on departmental requirements, document analysis using Hyland’s On-Base imaging/workflow and Banner Workflow (Ellucian).
- Perform process and performance analysis to optimize imaging and workflow solutions on aforementioned software.
- Design forms, table layouts as well as develop applications to integrate and streamline imaging and workflow processes between various applications and system platforms.
- Develop technical specifications to complement the functional specifications provided by the business partners, including flow charts.
- Participate in evaluation of the most appropriate software solutions related to imaging and workflow.
- Participate in the development of acceptable test plans.
- Participate in the production of documentation and training materials.
- Code, debug, and test new software, as well as changes and enhancements to existing applications.
- Support and triage technical issues with imaging and workflow applications.
- Track time spent on projects.

QUALIFICATIONS:
- Bachelor's Degree in Computer Science or comparable major
- Minimum 3 years’ experience with Hyland OnBase, Ellucian Workflow or similar ECM and workflow applications.
- Minimum 3 years’ experience with implementation and support of imaging, workflow and application integration.
- Familiarity with Object Oriented Skills; Pro*C, Groovy, Grails experience a plus.
- Higher Education experience a plus.
- Hyland OnBase certification a plus.
- Strong analytical and technical skills such as process flow analysis are required, including a thorough understanding of how to interpret customer business needs and translate them into application and operational technology requirements.
- Good interpersonal, oral and written communication and presentation skills.
- Ability to lead and work in a team environment.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

(This is a full-time annual appointment through June 30, 2020. Currently funded for a one-year period, and is subject to annual consideration of renewal.)

SEND LETTER AND RESUME TO: internetsvcs@fordham.edu

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