

Warren Wilson College
Position Description

POSITION TITLE: Administrative Data Processing Manager

REPORTS TO: Vice President for Administration and Finance

DEPARTMENT: Data Processing

POSITION SUMMARY:

The Administrative Data Processing Manager provides support for Aprtron systems users in the administrative offices of the College (Admission, Financial Aid, Advancement, Registrar, Accounts Receivable and Cashier, Accounts Payable, Student Payroll, Timekeeping for the Work Program, General Ledger, Human Resources, Motor Vehicles and Student Services). The Manager ensures that the system is working properly.

SPECIFIC RESPONSIBILITIES:

1. Provide support for the Aprtron system users in the administrative offices of the college.
2. Assist users in transition between the character user interface and graphical user interface versions of CAMPUS software.
3. Maintain CampusWeb functionality.
4. Study and implement safeguard procedures for database to protect sensitive information.
5. Act as liaison between software users and programs developers. Assist software users in developing ways to do some computer tasks more efficiently and to gain maximum use of the system. Build simple attributes, write PROC's and paragraphs for users.
6. Provide basis maintenance of computer hardware (terminals, printers, cables) and ordering of supplies. Contract with outside services for higher-level maintenance as necessary
7. Performs other related duties as requested.

WORKING CONDITIONS:

Office Environment

QUALIFICATIONS:

1. Data processing experience, particularly with Aprtron desirable.
2. Possess high level of organization skills.
3. Ability to work with inexperienced student workers.
4. Ability to interact positively with students, staff and faculty.