

Position Description

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JOB ID:	9624
Position Number:	02006922
UC Path Position #	40226966
Dept:	IET ACADEMIC TECHNOLOGY SVCS - 061417
Position:	IT Manager, Financial Aid & Scholarships
Approved Payroll Title Code:	0667
Approved Payroll Title:	INFO SYS MGR 1
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	MSP26
POSITION DETAILS	
Job Summary:	<p>The Information and Educational Technology (IET) Department supports the mission of the Financial Aid and Scholarships Office to provide prospective and enrolled students with information and resources to financially support their educational goals. We work in partnership to provide service in a timely, equitable and caring manner, in full support of the community, University, and governing agencies.</p> <p>This position serves as a senior level application architect with management responsibility in Academic Applications, the IET unit that supports the Financial Aid and Scholarships (FAS) function. This responsibility includes supervision of developers, system administrators, data systems, quality and business analysts. This position develops, manages, operates, and maintains a complex financial aid enterprise system and a series of integrated web applications. Key responsibilities include system architecture, security, data regulatory compliance, budgeting, and project management. As a member of the Academic Applications Management Team, this position is expected to provide leadership, management and IT expertise to their direct reports and all staff within the department.</p>
Campus Job Scope:	
Department Specific Job Scope:	
Positions Supervised:	DATA SYS ANL 4 - 1.0 FTE DATA SYS ANL 3 - 1.0 FTE APP PRG 4 - 1.0 FTE APP PRG 3 - 1.0 FTE QA/RELEASE MGT ANL 2 - 1.0 FTE SYS ADM 3 - 1.0 FTE BUS SYS ANL 2 - 1.0 FTE Student Assistants

60% LEADERSHIP & MANAGEMENT OF FAS IT UNIT

Provide leadership, mentoring & oversight for Financial Aid & Scholarships (FAS) IT team on a diverse set of projects including mission critical applications.

Responsible for overall team supervision including recruiting, delegation of work, performance mgmt, training/development, & other supervisory duties.

Develop teamwork among all staff by promoting a sense of excellence.

Establish/implement internal policies/procedures to meet department goals & to ensure consistency.

Monitor service level agreements with vendors/IT partners to ensure needs are being met.

Evaluate new software/hardware solutions to improve support of the service mission of the department/University.

Identify & research emerging tech to improve current applications, architectures & processes.

Represent FAS & its business needs to technical/non-technical stakeholders across campus.

Establish & develop productive collaborations with Student Affairs (SA), other on/off-campus departments that depend on the FAS IT roadmap to ensure clarity & alignment with strategic goals.

Present project proposals to & obtain campus & mgmt consensus.

Provide comprehensive business driven integrated computing solution counsel & project mgmt support.

Develop project plans & roadmaps for the financial aid IT systems; establish deadlines, scope, & development plan.

Establish & ensure Application Development Life Cycle best practices.

Develop, maintain, & follow configuration, change & incident mgmt process for any production implementation.

Manage project & software procurement budgets for spend overruns.

Evaluate pricing of various tech (hardware & software) for implementations.

Essential Responsibilities:

25% DATA SECURITY

Direct the design, development, implementation & maintenance of security system including tools, procedures & policies to ensure the highest level of protection for the data maintained within the various FAS databases, communication venues & online programs.

Provide leadership/counsel on issues related to security/regulatory compliance in the wider context of the Student Information System & SA as appropriate.

Coordinate UC Davis CyberSafety reporting & develop a plan to mitigate risk areas to ensure IT environment maintains policy & regulatory compliance. Ensure compliance with UCOP security policies, SA IT Security Policies, Federal, state & institutional regulations for the stewardship of student, parent, & employee data.

15% LEAD SYSTEM ARCHITECT

Lead the development of architecture & integrations for the Banner FAS Module & other FAS IT systems.

Create architectural solutions for existing/new systems & technical designs/specifications based upon the business or system requirements.

Build & deploy SaaS/PaaS environments on premise to support highly available & scalable web applications.

Establish & sustain a Quality Control capability that tests & fixes application bugs, & adheres to the software development methodology.

Plan & coordinate testing changes, upgrades, & new services, ensuring systems will operate correctly in current & future environments.

Collaborate with infrastructure, OS, & DBA technical teams to ensure proper integration of the environment.

Coordinate with the project manager regarding user testing & roll out of completed software.

Work with the other SA Application Development Managers to strategize, develop, & implement standards for app development best practices.

Model & train staff in application development standards, techniques, & methodologies.

	<p>Analyze existing systems/program modules, reviews existing documentation, & facilitates interview meetings with subject matter experts to define business requirements.</p> <p>Provide qualitative/quantitative information to mgmt staff regarding system outages & hands on programming as required.</p> <p>Lead code reviews mentor team.</p>
Physical Demands:	
Work Environment:	<p>Occasionally work flexible, alternate, and/or extended hours including nights and weekends to address specific operational needs.</p> <p>Occasional travel to locations on and off campus.</p> <p>UC Davis is a smoke and tobacco free campus. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.</p>
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<p>Supervision and management experience in an IT setting, including management experience in large scope IT programs, projects and service portfolios.</p> <p>Experience in project management and implementing project management techniques.</p> <p>Experience and skills with the following programming languages: PL\SQL, HTML, CSS, C#, JavaScript.</p> <p>Experience with standard programming techniques including analysis, requirements gathering, design, data collection and preparation, coding, version control, and testing.</p> <p>Systems analysis and data processing skills to translate manual operations to automated processes.</p> <p>Experience in relational technology and in developing and using Structured Query Language (SQL) to perform queries on database platforms such as MySQL, Oracle or Microsoft SQL Server.</p> <p>Experience in developing standards-based inter-application communication using REST or other web services technologies.</p> <p>Experience working with highly confidential information and data security.</p> <p>Experience to design automation-based solutions and to integrate those solutions appropriately with existing technologies and automated systems.</p>
Preferred Qualifications for Selection:	<p>Bachelor's degree in Computer Science or related field, or equivalent combination of education and experience.</p> <p>Experience to apply analytical skills to research industry and technical data, summarize material and provide overviews, plans of action and/or recommendations.</p> <p>Experience with financial aid regulatory requirements.</p> <p>Experience using full-term software development lifecycle tools, including</p>

	<p>continuous integration, continuous delivery, automated deployment systems, ticket management, Git branching, and pull requests.</p> <p>Interpersonal and communication skills to work with both technical and non-technical audiences from a wide variety of background and diversity.</p> <p>Experience interpreting university, state or federal legislation and regulations relating to web technologies and security of confidential data.</p> <p>Experience with project management, Agile, or ITIL certification.</p> <p>Security certification.</p>
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Expectations

Job Expectations	<p>Read and model the UC Davis Principles of Community.</p> <p>Address any workplace safety issues with staff you supervise or lead. Ensure all staff are informed of typical workplace hazards via the job safety analysis and personal protective equipment process and complete required safety training. Assists the safety coordinator and safety officers in implementing workplace safety practices. Escalate any issues to the designated safety coordinator, safety officer, and/or department director promptly.</p> <p>Communication skills to effectively present information (oral, written, presentation, documentation) and work collaboratively with colleagues and stakeholders.</p> <p>Work cooperatively with others to achieve and maintain a strong client service environment.</p> <p>Maintain flexibility in a continuously changing and fast paced work environment.</p> <p>Effectively establish priorities, organize tasks, and direct effective implementation of tasks in a demanding work environment.</p> <p>Maintain up-to-date knowledge through literature, classes, exhibits, seminars, on-the-job training and other relevant training forums.</p> <p>Be familiar with, and comply with, specific and detailed safety procedures and practices.</p> <p>Work cooperatively and collaboratively with others in support of the mission of UCD.</p>
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