



Systems and Process Specialist (Part Time, 0.5 Position, 1-year contract)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkinstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and, Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Metis Nation, Region 3, St. Mary's is focused on developing the whole person: mind, body and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

WHAT WE ARE LOOKING FOR:

Reporting to the Associate Registrar, Student Accounts, Systems and Reporting, the Systems and Process Specialist is responsible for moving critical initiatives forward within the Registrar's Office, ensuring that business processes make effective and efficient use of PowerCampus to provide a smooth user experience. The incumbent has an in-depth understanding of student information systems and their capabilities, and business processes within universities. The Systems and Process Specialist maps the requirements of the user to the capabilities of the PowerCampus system, creates, implements and documents new processes, designs queries and reports, carries out data audits, and provides training and support materials to users within the Registrar's Office. The Systems and Process Specialist reviews system functionality, provides suggestions for process changes and participates in systems testing.

WHAT WILL YOU DO:

- Business Analysis
 - Review and document current system and business processes, establish business requirements and identify new business processes that align with the goals and service standards of the Registrar's Office
 - Develop, test and maintain process documentation for Registrar's Office staff, using consistent formatting and language
 - Assess and evaluate the impact of business solutions within the context of a variety of systems; recommend and explain solutions to leaders

- Data Integrity Analysis and Reporting
 - Investigate and resolve data issues in PowerCampus and other systems
 - Utilize Argos reports, Excel and other databases to review and analyze data
 - Design processes, queries and reports while maintaining data integrity
 - Participate in ASI reporting, LERS and PAPRS review, data cleanup and submissions
- Special Projects
 - Participate in system implementation, enhancement, clean up and maintenance projects
 - Collaborate with other departments on shared initiatives
 - Provide insight and data required for policy development
 - Review and develop user profiles for system access

QUALIFICATIONS & ATTRIBUTES:

- Minimum of a Bachelor's degree in Business/Management, Computer Science, Information Technology, or other related program
- 3 years related experience, preferably within the Alberta post-secondary environment
- Preference will be given to candidates who have a working knowledge of and experience with student information systems, student services processes and reporting in a post-secondary setting
- Experience helping people use software and problem solving and fulfill their job responsibilities
- Excellent verbal and written communication skills
- Inquisitive, motivated and service-oriented
- Strong attention to detail
- Ability to maintain confidentiality and use discretion
- Competencies in the following areas would be assets: Argos, PowerBI or other reporting/database tools, Project Management, Technical Writing, Business Analysis, Data Integrity, SQL, and Database Management
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to promote equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT YOU CAN EXPECT:

As a part of the St. Mary's University family, eligible employees receive a competitive compensation package and comprehensive total rewards program that includes, but not limited to, a group benefits package, health spending account, RRSP matching, generous time off, and tuition remission. Compensation will be commensurate with qualifications and experience.

APPLICATIONS:

All applicants must submit a cover letter and resume, along with salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: "Systems and Process Specialist" by end of day on **Monday, July 29, 2024, with a first review of applications beginning on July 23, 2024. Note: this position may be filled before the closing date.** We are unable to accept applications and dossiers through third party platforms.

St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

We thank all applicants for their interest, however only those applicants being interviewed will be contacted. No phone calls please.

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