Western Connecticut State University is pleased to announce that applications are being accepted for an Enterprise Content Management (ECM) Application Administrator.

The Information Technology & Innovation department is responsible for providing reliable, innovative, and sustainable technology to support teaching, learning and administrative processes spanning all departments of our University.

The ECM Application Administrator will provide operations support associated with various imaging systems employed by the campus to gather, archive and manage business content, including front-end scanning, electronic forms imports, electronic forms and workflow development, as well as back-end systems and third party integrations used to manage and store content. Functions as an internal consultant, implementing standard operating procedures, handling day to day application administration and providing training to all levels of campus personnel. Coordinates business process analyses, needs assessment and cost/benefit analyses in an effort to align information technology solutions with business initiatives at each campus. Coordinates project team resources to effectively meet project commitments and business objectives. Works collaboratively with the senior staff to implement enterprise-wide ECM requirements at the campus level and helps to communicate solutions as appropriate to the campus community.

Qualifications: Bachelor’s degree is required. A minimum of four (4) years of demonstrated experience with the planning, developing and operation of document imaging, electronic forms and workflow, and/or records management solutions. Hyland OnBase experience preferred. Excellent verbal and written communications skills are required. Project management experience is preferred.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is $65,006–$103,765 and is commensurate upon candidates’ experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – ECM Administrator. Application materials should be submitted to hrpositions@wcsu.edu and must be received by Monday, August 19, 2019. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer