THE KING'S UNIVERSITY

The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.
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ERP System Administrator
Full-time, Continuing

POSITION SUMMARY

The King's University is seeking an ERP System Administrator with 2+ years of experience in Microsoft Dynamics 365 to support and optimize the Anthology ERP system and related tools, covering products such as CRM, Finance, HR, Payroll, and Student. This role involves working closely with Anthology, academic and administrative teams to ensure the system aligns with operational needs. The candidate will drive system performance, offer user support, and ensure smooth integration with other post-secondary systems.

KEY RESPONSIBILITIES

- **Business Engagement & System Support:** Collaborate with stakeholders to meet faculty, staff, and student needs, provide end-user support, troubleshoot issues, and provide IT technical training.
- **System Monitoring & Troubleshooting:** Monitor ERP system performance, resolve technical issues, and manage user accounts, roles, and permissions.
- **Service Disruption Management:** Handle planned and unplanned downtimes and coordinate with teams for resolution.
- **License Management & Compliance:** Manage licenses and ensure compliance with Anthology license agreements.
- **SSO Integration & Support:** Manage SSO integration for seamless user access across the ERP and integrated systems.
- **System Upgrades & Releases:** Oversee upgrade schedules, testing, and support for new features.
- **Service Level Monitoring:** Monitor system performance SLAs.
- **Workflow & Process Optimization:** Assist functional teams in streamlining workflows and using Forms Builder and Workflow tools effectively.
- **Cybersecurity & Compliance:** Ensure Anthology meets security and compliance standards.
- **Legacy System Decommissioning & Cloud Integration:** Lead migration to cloud-based solutions and legacy application decommissioning.
- **Business Application Support:** Provide ongoing support and troubleshooting for Anthology, related ERP tools and other post secondary applications as required.
- **System Configuration Learning & Maintenance:** Assist in configuring Anthology based on the institution's needs.

QUALIFICATIONS
- Education: Bachelor's degree in Information Technology, Computer Science, or a related field.

- Experience: 2+ years managing Microsoft D365 or similar ERPs, including CRM, Finance, HCM, and other systems in a post-secondary environment.

Preferred Qualifications:

- Strong expertise in system configuration, customization, and integration.
- Experience with cloud infrastructure, service monitoring, and license management.
- Excellent troubleshooting and user support skills.
- Microsoft Dynamics 365 certifications.
- Experience with Anthology, Forms Builder, and Workflow tools.
- Creating variables, assigning data types, and a basic understanding of development languages including:
  - Technical knowledge of HTML, Javascript, Angular and Kendo UI is considered an asset.
  - Awareness of .NET technologies and understanding of C# or VB.Net.
  - Awareness of Windows Workflow Foundation (4.5), CSS Themes, TSQL skills to write select and insert Stored procedures/Queries.
  - General development knowledge of variables, arguments, control logic, exception handling, debugging, etc.
- Experience with Government of Alberta post secondary systems like APAS, familiarity with Touchnet, Moodle, and SharePoint Online.

Skills:

- Strong problem-solving and critical thinking abilities.
- Excellent communication and collaboration skills.
- Ability to manage competing priorities in a fast-paced academic environment.
- Proactive approach to system improvement.

A condition of employment is assent to the University's Christian Statement of Faith found at: https://www.kingsu.ca/about-us/careers

The King's University follows a standardized salary grid. The salary range for the position is $63,000 - $80,150/yr dependent on qualifications and experience. A comprehensive benefit package, pension, and generous vacation and time off are provided.

Position will remain open until a suitable candidate is found.
Apply by submitting a resume and cover letter through our online portal at kingsu.ca/about-us/careers.

Human Resources
The King's University
9125-50 Street, Edmonton, Alberta
T6B 2H3
E-mail: humanresources@kingsu.ca. Visit our web site at www.kingsu.ca.

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.