

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Systems Administrator for
Enterprise Systems and

Title: Integrations

Department: Technology Services

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: The Systems Administrator supports the University's enterprise applications and integrations, with a primary focus on the migration from Ellucian Banner to Oracle Fusion, followed by the ongoing leadership in support of the Oracle Fusion system. The position performs data extraction and transformation, integration development and support, and ongoing administration of databases and application environments to ensure secure, reliable, and high-quality services for campus stakeholders.

Essential Functions:

- Lead and support technical workstreams in the transition from Ellucian Banner to Oracle Fusion, including data extraction, transformation, validation, testing, and cutover activities.
- Build, maintain, and monitor integrations between enterprise systems (ERP/HCM/Finance, SIS, HR/Payroll, CRM, LMS, identity/SSO) using APIs, secure file-based transfers, or other industry standard integration methods.
- Administer databases and application environments; write efficient SQL for data extraction and reporting; support performance, backup/recovery, and change management.
- Stay current on Oracle Fusion Cloud quarterly updates; evaluate new features, plan regression testing, coordinate stakeholder validation, and communicate impacts to end users.
- Schedule, facilitate, and document cross-functional meetings with technical and non-technical participants; drive action items to completion and maintain project artifacts.
- Serve as a liaison between functional units (Finance, HR/Payroll, Registrar) and IT to translate business needs into technical requirements; manage a backlog of change requests and enhancements aligned with institutional goals.
- Form and lead small project teams to execute integration and migration tasks; develop project plans, manage timelines, risks, dependencies, and testing plans.
- Implement and maintain data governance, access controls, and security practices in

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- alignment with institutional policies and compliance requirements (e.g., FERPA).
- Establish and maintain logging, alerting, and incident response procedures for integrations and critical jobs.
- Produce and maintain technical documentation, data dictionaries, runbooks, and user-facing communications and training as needed.
- Collaborate with Technology Services and Network teams on identity management, SSO, and role-based access; support audits and change control processes.
- Contribute to continuous improvement and post-implementation optimization of Oracle Fusion and related systems.

Other Duties:

- Provide responsive customer service and technical support to the campus community.
- Maintain clear process documentation, test plans/cases, runbooks, and user guides; contribute to informal end-user training and enablement resources.
- Participate in continuous improvement activities post-implementation to streamline processes and enhance system utilization across departments.
- Maintain professional development in relevant technologies and best practices.
- Perform other duties as assigned in support of Technology Services.

Required Qualifications:

- Proficiency with relational databases (e.g., Oracle, SQL Server, PostgreSQL) and strong SQL for data extraction and transformation.
- Experience developing and maintaining integrations (REST/SOAP APIs, webhooks, SFTP/file exchanges).
- Ability to organize complex initiatives, form and lead teams, and facilitate effective meetings with diverse stakeholders.
- Excellent customer service skills and ability to understand the needs of varied business process users; a desire to solve problems and design processes that create efficiencies.
- Strong communication and documentation skills for technical and non-technical audiences.
- Understanding of higher-education data privacy, security, and compliance (e.g., FERPA).
- Beneficial: familiarity with identity and access management (Azure AD/Entra, SAML/OAuth2/LDAP), version control (Git), and scripting (Python, PowerShell, Bash, etc).

Education:

Required: Bachelor's degree in Information Systems, Computer Science, or related field; or an equivalent combination of education and experience.

Preferred: Advanced coursework or certifications in database administration, integrations, or cloud ERP.

Experience

- Required: 3+ years of experience supporting enterprise systems, databases, and/or integrations in education or industry.
- Preferred: Experience with Oracle Fusion (ERP/HCM/Finance) and Ellucian Banner; higher-education ecosystem familiarity (e.g., Canvas/Moodle, Slate/Salesforce, identity platforms).

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Equipment/Technical Environment

- Experience with enterprise databases, application servers, and networking fundamentals sufficient to troubleshoot integration connectivity and performance.

Physical Requirements:

- Must be able to see and hear well enough to communicate with clients for appropriate management of all logistical requests relative to this position.
- Must have sufficient mobility and physical stamina to climb stairs, stand for extended periods of time, and lift to 50 pounds of equipment.

Work Conditions

- **Schedule:** Monday through Friday 8:00 A.M. to 5:00 P.M. After-hours and on-call support may be required for testing cycles, quarterly updates, migrations, and critical process support.
- **Employment Type/FLSA:** Full-time/Exempt.
- **Location/Work Arrangement:** This is an on-site position working at the Oklahoma Baptist University campus in Shawnee, Oklahoma. On-site collaboration is essential for secure environments, hands-on testing, and campus stakeholder support.

Special Requirements:

- Must be a member of a local evangelical* Christian church.
*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for “Administrative Applications” on the OBU website at: <https://www.okbu.edu/hr/jobs.html>

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee’s base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.