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ADMINISTRATION POSITION OPPORTUNITY

Job Title: HRT Systems Specialist
Division/Department: School of Hospitality, Recreation & Tourism
Reporting To: Dean, School of Hospitality, Recreation & Tourism
Salary: To be determined

Competition #: 2017-270
Status: Full-time
Campus: North

POSITION SUMMARY:

Within the School of Hospitality, Recreation and Tourism (HRT), the HRT Systems Specialist is responsible for managing information technology systems, services and support as they relate to school operational and academic functions. These responsibilities include both the strategic planning and the operational delivery and support of technology related services. The incumbent will manage business applications through evaluation, acquisition, development, implementations, upgrade support and replacement. School IT systems include:

- Banner (Academic Operations)
- New School-wide procurement and distribution systems
- Opera (Hospitality)
- Micros (Retail Units)
- Galileo (Tourism)
- CompuTrition (Nutrition)
- All School personal computers

In addition to operations, training and customer service management, the incumbent will have responsibility for software development and maintenance services, applications management, as well as consolidation, standards and project management.

QUALIFICATIONS:

The successful candidate will hold a two-year diploma in the field of Food Service Management, at a minimum, and three years of experience with relevant industry software. Additional skills include:

- Management experience of software
- Strong project management skills
- Packaged software implementation and support
- System conversion and implementation
- Well-developed customer service skills across diverse client groups within diverse technical groups
- Strong ability to apply technical skills and knowledge in designing creative solutions for a wider range of IT issues

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***We thank all applicants for their interest in this position. Only applicants selected for an interview will be contacted.**

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

OPEN DATE: November 6, 2017

CLOSE DATE: November 20, 2017

All candidates are asked to submit a cover letter and resume to HR Services by applying online at: <http://www.humber.ca/careers>

