



ST. FRANCIS COLLEGE

THE SMALL COLLEGE OF BIG DREAMS

Human Resources Technology Specialist

St. Francis College, Brooklyn (the “College”) is seeking for an experienced data-driven professional to join its Human Resources (“HR”) team as our technology subject matter expert. The ideal candidate will apply their database experience and their analytical and technical skills to help develop Ellucian Colleague (“Colleague”), the College’s current enterprise reporting system for the purpose of growing its human resources applications, while maintaining current Colleague applications and interfacing with other HR database platforms, including, but not limited to, the platform of the College’s current payroll provider, ADP.

Job Summary: Reporting to the College’s Executive Director of Human Resources and passionate about the College and its mission, the HR Technology Specialist is an integral part of the College’s HR team, responsible for overseeing the development, implementation and testing of current database processes and new initiatives such as developing employee self-service processes in Colleague and in ADP. Functioning as HR’s hands-on technical expert, the HR Technology Specialist is responsible for maintaining and updating all employee data, including, but not limited to, new hire data and status changes, employee personal information and positions, salary and benefits data, training progress and performance management data, off-boarding data and the interface of employee data with ADP. While confirming the accuracy and integrity of data through continuous internal auditing and testing, the HR Technology Specialist will also support the work involved in Colleague systems upgrades including testing, auditing and the training of employees on HR system functionality.

Essential Duties and Responsibilities:

- Oversees the development, implementation, testing and maintenance of all current and new HR database platforms. Reviews systems’ procedures and identifies, recommends, develops and implements process improvements and best practice initiatives.
- Designs new system reports, maintains existing reports and distributes standard and ad hoc reports.
- Interfaces with the College’s offices of payroll, accounting, information technology and other departments to ensure efficient and effective functionality of Colleague, ADP and other HR database platforms.
- Ensures the quality of all HR database transactions in adherence to the College’s human resources and information technology policies and procedures.
- Formulates database platform plans that balance the strategic and operational needs of the College’s Office of Human Resources.
- Evaluates current and proposed HR database systems and leads the design, testing and implementation of new initiatives.
- Remains current with Colleague and ADP system upgrades, new system functionalities, maintenance, and recommends efficiencies. Researches and troubleshoots technical problems.
- Assists with the development of new user-friendly Colleague and ADP employee self-service processes to create opportunities to reduce the need for manual transactional processes. Creates documentation to support policy and system requirements.
- Provides guidance to employees about HR databases, including Colleague and/or ADP functionalities and new features; trains employees/new users in orientation sessions.

- Develops and tests processes and integrations that create efficiencies between the data in Colleague and the data housed in ADP.
- Maintains data integrity by regularly auditing the data in Colleague, ADP and other HR databases.
- Enters employee information data directly into Colleague, as well as on to the platforms of other College providers including, but not limited to, ADP and the various employee benefits platforms, on-line training platforms and emergency notification platforms. Updates all platforms to reflect employee separations.
- Maintains, monitors and updates the College's internal directories of employees and the account creation and termination communications process. Updates and disseminates data College-wide as necessary.
- Prepares and provides employee data to support all internal and external audits and surveys, including, but not limited to, IPEDS reporting data.
- Enters, analyzes and retrieves data from Colleague and/or ADP and/or from paper files, as necessary, concerning current and former employees. Uses Colleague's Informer reporting tools where necessary.
- Maintains knowledge of all applicable College human resources policies, procedures, and programs.
- Provides analytical, administrative and back-up support to the HR office as requested.
- Performs special projects and all other duties within the HR office as requested.
- Accomplishes all tasks, goals and objectives working under minimal supervision with considerable latitude for the use of initiative and independent judgment.

Required Qualifications:

- Bachelor's degree in a relevant field, or in lieu thereof, a High school diploma or GED and a minimum of five (5) years of relevant and progressively responsible database technology work experience, or;
- Bachelor's degree in a relevant field and a minimum of three (3) years of relevant and progressively responsible database technology work experience.
- Technological proficiency with Microsoft Office programs, especially Excel.
- Ability to multi-task, troubleshoot and solve technical problems.
- Excellent communication skills and the ability to work effectively with all levels of the institution.
- Ability to work closely and effectively with diverse groups.
- Strong planning and project management skills with the ability to apply these skills in effective, collaborative, working partnerships across the campus community.
- Analytic mindset and excellent attention to detail.
- Ability to analyze data, and make recommendations and decisions.
- Ability to maintain the highest degree of personal integrity, ethics and objectivity.
- Excellent time management and organizational skills.
- Ability to work independently, collaboratively, and under supervision.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

Desired Experience:

- Experience working with Ellucian Colleague or Ellucian Banner.
- Experience work with Ellucian Colleague's Informer reporting tools.
- Experience working with the ADP Workforce Now platform.

- HRIS or other HR-related technology work experience.
- Experience working in a human resources office environment.
- Experience working in a higher education environment.

Interested applicants can apply by clicking [here](#).

About St. Francis College

St. Francis College is a private, independent, co-educational, urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility, and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities to form confident alumni well prepared for graduate study, for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. Located on a dynamic campus at a global crossroads, St. Francis College invites students to learn in the heart of Brooklyn, an exhilarating mix of cultures and neighborhoods, home to innovative starts, storied organizations, and the city's largest concentration of college students.

For 160 years, St. Francis has been driven by dreams-powered by big ideas, bold ambitions, and the courage to bring them to life. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City, and to serve the needs of the local community in which they live and study.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.