The Nevada System of Higher Education invites applications and nominations for the position of Senior PeopleSoft Administrator. This is a renewable, full-time, non-tenured, administrative position and reports to the Assistant Director, Information and Application Services. The position will be located at System Computing Services (SCS) Data Center in Las Vegas, Nevada. The NSHE is comprised of eight institutions: Two universities, a state college, four community colleges, and a research institute. The public system of higher education in Nevada serves over 100,000 students statewide.

The Nevada System of Higher Education (NSHE) System Computing Services (SCS) provides application support for the Oracle PeopleSoft Campus Solutions, Portal and EPM applications for the Shared Instance institutions. The Shared Instance institutions consist of the College of Southern Nevada (CSN), Great Basin College (GBC), Nevada State College (NSC), Truckee Meadows Community College (TMCC) and Western Nevada College (WNC). The Senior PeopleSoft Administrator is an integral member of the Shared Instance and support team. The Senior PeopleSoft Administrator is responsible for administration, maintenance and support of the PeopleSoft Campus Solutions application for the Shared Instance.

SALARY: $69,930 annual salary and a benefits package that includes health, dental, vision, life and retirement (subject to mandatory salary reduction and unpaid leave).

MINIMUM QUALIFICATIONS: BA/BS in Information Systems or closely related field and two years of experience with PeopleSoft Administration.

RESPONSIBILITIES: Administer and maintain the PeopleSoft application on the web servers, application servers and process schedulers. Other duties will include:

- Provide 24/7 technical support
- Respond to technical inquiries
- Monitor and evaluate application performance
- Develop and maintain standards and procedures to ensure efficient application performance in accordance with service level agreements
- Research, evaluate, collaborate, plan and participate in application and technology fixes, updates and upgrades
- Lead efforts and mentor junior level PeopleSoft Administrators

TO APPLY: The application process will be handled through the Consensus on-line search process. Application materials must include a current resume, detailed cover letter, and names, addresses, and telephone numbers of four professional references willing to be contacted. Applicants should fully describe qualifications and experience, since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. Review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via on-line application at https://hrsearch.nevada.edu/. For assistance with NSHE’s on-line applicant portal, contact Lori Mandracchio at (702) 889-8426 or lori_mandracchio@nshe.nevada.edu.

Application Deadline: Applications must be submitted by September 5, 2015.
For more information about the Nevada System of Higher Education, please visit our website at www.nevada.edu. The NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity, or gender expression.